

# CAMPSBOURNE SCHOOL GOVERNING BODY

**Minutes of Full Governing Body Meeting**  
**Held on Thursday 18<sup>th</sup> May 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) Chair * 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) ViceChair
<b>Staff Governor (1)</b> Karen Edgar (02/03/19)		<b>Headteacher</b> * Jonathan Smith (Ex-officio)
<b>Also:</b> Martina Coen (Clerk)		<b>Associate Member</b> *Brij Sharma (07/12/20)  <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 Richard Buckley and David Libbert 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 The Chair advised that he has received informal notification that some Jacqui and Richard will be resigning their post at the end of the Summer term. Governors discussed the expected vacancies. Governors noted that committee membership will be reviewed.
- 3.2 The Chair advised that he has been liaising with Governor Services regarding appointing a new LA Governor when Jacqui's term ends. Details of several candidates have been received and are being reviewed.

### 4 Budget Items

- 4.1 Governors were advised that the Resources committee scrutinised the budget items at their meeting on 10<sup>th</sup> May 2017.
- 4.2 2016/17 – Governors noted that the 2016/17 Outturn report. Governors noted that £134,000 was carried forward from 2015/16. Committed items to be funded by the surplus will be agreed during the Autumn term.
- 4.3 2017/18 – Governors noted the draft 2017/18 budget and discussed the budget. Governors noted the predicted year end surplus. Governors voted unanimously to approve the 2017/18 budget.
- 4.4 Three year financial model – Governors noted the three year financial model. Governors discussed the projected deficit for future years; the Headteacher advised that the SBM has been cautious in projections. Governors voted unanimously to approve the three year financial model.

## 5 Minutes of the previous meeting and matters arising

- 5.1 The minutes of the meeting held on 9<sup>th</sup> March 2017 were agreed as an accurate record and the Chair duly signed them.
- 5.2 Matters arising
  - 5.2.1 Item 4.1.3 - Curriculum committee to draft a report on extra curricular activities and school meals (**Outstanding action**)

## 6 Chair's Items

- 6.1 The Chair asked Governors to volunteer their time at the Summer fair.
- 6.2 The Chair advised that there will be an event to make the departure of Richard and Jacqui; Satyen will also be invited.
- 6.3 The Chair outlined the action within the SEF for all Governors to review and understand the SDP. The Chair advised that the SDP will be reviewed by the Curriculum Committee at their meeting in June; the Resources committee will also review the SDP.

## 7 Headteacher's Items

- 7.1 Self Evaluation Form (SEF) – Governors noted the documents. The Headteacher advised that there are now two SEF documents (an Infant version and a Junior version).
- 7.2 Headteacher's report – Governors noted the Headteacher's report.
  - 7.2.1 A Governor asked about the Behaviour workshop for parents. The Headteacher advised the workshop is scheduled for 16<sup>th</sup> June 2017; there will also be a school assembly for pupils and School Council discussion. The Headteacher outlined the review of Behaviour policy advising new practices will be introduced into class to ensure consistency.
  - 7.2.2 A Governor asked about the swimming pool. The Headteacher advised that an external leisure provider had visited the pool to consider future use however has declined future use. Informal feedback has indicated that the pool is too small. Governors were advised that external funding has been considered but the pool/school does not meet the criteria. A feasibility study is needed for some external funding applications and would cost approximately £15,000 with no guarantee of receiving any funding. Governors discussed the recent improvements to the pool which has increased usage.
  - 7.2.3 A Governor asked about Performance data within the report. The Headteacher explained the data information cycle and advised results from recent assessments will be available around 4<sup>th</sup> July 2017. The Headteacher advised that performance data in the SEFs is from 2016. Governors discussed a meeting to discuss data and agreed a data session will be held on 13<sup>th</sup> July 2017. Governors requested comparisons of 2016 vs. 2017 data and targets are presented at the data session.  
**Action: Chair to send date of data session to all Governors**
  - 7.2.4 A Governor asked about Quality of Teaching and support provided. The Headteacher advised that all staff have a CPD plan developed with Tracey and include planning, coaching and support. The next round of Observations will be held in Summer 2. Moderation, Book Looks and Planning reviews will be undertaken this week.
  - 7.2.5 A Governor asked if there is a target for Staff Attendance. The Headteacher advised there is a target for pupil attendance but not staff. Governors discussed benchmarking. Governors were advised that there is a Staff sickness management policy and procedure in place and adhered to. The Headteacher advised of current sickness cases and confirmed procedure is being followed.
  - 7.2.6 A Governor asked about benchmarking pupil absence. The Headteacher outlined the method for calculating persistent absence and advised that 10% would require attention; the current figure is 8.8%. The Headteacher advised that it is not a statutory requirement for Reception pupils to attend until their 5<sup>th</sup> birthday. Governors



were advised that the Attendance policy is being reviewed and will be discussed at the next Curriculum committee meeting – the policy includes details of ‘regular’ attendance and actions to address ‘poor’ attendance. Governors discussed attendance as an emotive subject. Governors discussed the NHS guidelines which advise when a pupil should remain at home due to illness. Governors discussed practices at local schools.

- 7.2.7 Governors noted the incident of a pupil falling on the MUGA. The Headteacher advised there is a review of the process for recording all accidents and incidents; the system is currently paper based and should move to a spreadsheet/online programme. The Headteacher advised that the new equipment in the Infant playground has passed a H&S inspection and will be open to pupils tomorrow; an official opening ceremony will be scheduled.
- 7.2.8 A Governor asked about the forthcoming Year 1 Phonics assessment. The Headteacher advised that staff are confident of a score of 70%, perhaps higher. The Headteacher outlined support provided for Phonics in Year 1; current Year 2 pupils that didn’t achieve the required level in Year 1 have also received support and will re-sit the assessment.
- 7.2.9 Governors noted the action to improve their knowledge of Curriculum data. The Headteacher outlined the schedule Book Looks, Assessment data will be reviewed and new systems outlined at every Curriculum committee meeting. Governor training on data will be scheduled. A Governor commented positively on their recent attendance at a LA training session on Curriculum, Standards and Assessment. Governors discussed issues with data analysis; the Headteacher advised this should be improved after the next data drop. The Headteacher advised of processes embedding in Reading, Writing and Maths and moderation has been undertaken. The Headteacher outlined the software packages that have been purchased and are being used in Reading and Maths (Writing is assessed by the teacher).
- 7.2.10 A Governor asked about Phase Leaders. The Headteacher outlined a review of roles to ensure Phase Leaders and Subject Leaders attend half termly SLT meetings.
- 7.2.11 A Governor asked which are the key priorities from the School Development Plan (SDP) summary. The Headteacher advised that Assessment for Learning has been introduced and has impacted on all subjects; it is a low cost, high impact action.  
**Action: Headteacher to revise the SDP Summary sheet to indicate highest priorities**

## 8 Reports from Committees and Link Governors

- 8.1 Curriculum committee – Governors were advised that a meeting is scheduled for 14<sup>th</sup> June 2017.
- 8.2 Safeguarding Link Governor – The Safeguarding Link Governor advised that she visited the school recently; she checked the Single Central record (SCR) and undertook an internal Safeguarding audit.
  - 8.2.1 Governors noted that the School Improvement Advisor undertook a Safeguarding Audit on 17<sup>th</sup> May (this was requested by the school); informal feedback has been received and the written report will be circulated to Governors. There is a need to ensure all Governors receive Safeguarding training and are able to hold the Headteacher and school to account. Governors discussed Safeguarding awareness and asking Safeguarding questions on all Governor visits. The SIA asked about Safer Recruitment training; the Chair, Jude and David have attended the training within the year. The Headteacher advised that he checks staff have attended and understood Safeguarding training; there will be a short weekly quiz. The Headteacher advised that all Personnel files are being audited to ensure all checks have been completed and references received. Governors discussed correct permits and work visas and ensuring expiry dates are monitored. The Headteacher advised that agencies undertake checks on supplied staff; evidence is provided to the school prior

to the staff arrival and photo ID checked on arrival. **Action: Chair to add Safeguarding question to Governor Visit feedback form**

- 8.3 Resources committee – Governors were advised that the committee met on 10<sup>th</sup> May 2017. The Vice Chair of the committee provided a verbal update of the meeting advising that they discussed budget items and received updates on premises and H&S. The committee reviewed policies and received responses to queries; the final versions of the policies are presented at this meeting.
- 8.4 H&S Link Governor – The H&S Link Governor advised that he visited the school recently. Judicium has visited the school in the Summer term to undertake the termly check and follow up on actions from the previous visit.
- 8.5 School Council Link Governor – The Link Governor provided verbal feedback from the School Council visit to the House of Parliament on 17<sup>th</sup> May 2017.
- 8.6 STEM Link Governor – The Link Governor will schedule a meeting with the Science Lead. Governors were advised that the Science Club has been established and there has been positive feedback from pupils. Governors were advised that the Link Governor been invited to join the LA STEM panel.

## **9 Policy Reviews**

- 9.1 Asbestos Management policy - Governors noted that this policy has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.
- 9.2 Control of Infections policy - Governors noted that this policy has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.
- 9.3 Educational Visits policy - Governors noted that this policy has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.
- 9.4 First Aid Medicine policy- Governors noted that this policy has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.
- 9.5 Freedom of Information Act Scheme - Governors noted that this document has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the document.
- 9.6 Health & Safety policy - Governors noted that this policy has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.
- 9.7 Managing Contractors policy - Governors noted that this policy has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.
- 9.8 Missing Children and Collection policy - Governors noted that this policy has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.
- 9.9 Policy and procedure for checking ID of Visitors - Governors noted that this policy has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.
- 9.10 Wellbeing policy - Governors noted that this policy has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.
- 9.11 Whistleblowing policy- Governors noted that this policy has been reviewed at the recent Resources committee meeting. Governors voted unanimously to approve the policy.

## **10 Health & Safety**

- 10.1 Governors were advised that the Headteacher and Chair met to discuss the Judicium H&S audit report from the Spring term visit. An issue was raised within the report regarding the electrics within the Infant building; this has been queried with the LA. All other issues within the report have been addressed.



10.2 Judicium visited the school on 15<sup>th</sup> May 2017 to undertake their termly visit.

## 11 Governor Visits

11.1 The Headteacher advised that several Governors undertook spot checks during SATS to ensure proper procedure was followed; unused papers were securely stored and completed papers properly packaged. Governors commented on the well managed process and calm atmosphere for pupils and staff. Freddie outlined the preparation of additional support for identified pupils and advised that drinks and snacks were provided to pupils prior to tests. Governors discussed the flaws of SATS and impact on some pupils. Governors recorded their thanks to staff for all their work and support during SATS.

## 12 Governor Training

- 12.1 Governors were reminded to forward details of training undertaken to Jude for recording.
- 12.2 Marion advised that she attended a session on Preparation for OFSTED and the annual Governors update.
- 12.3 Brij advised that he attended the Governors conference and will attend the New Governor Induction session on 17<sup>th</sup> June 2017.

(Freddie Hunter left the meeting at 7.45pm)

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


- 13.1 Governors were advised that the schedule of meetings for 2017/18 is being reviewed and will be circulated before the end of the term.
- 13.2 Governors agreed the date of the next meeting as:
- Thursday 14<sup>th</sup> September 2017 at 6.15pm

## 14 Any other business

- 14.1 Governors communication - Governors were advised that feedback from parents has indicated that they would like more communication from the Governing Body. Governors discussed and agreed that there will be a letter from Governors to parents outlining recent activities (the letter will also be displayed on the Governors page on the school website). **Action: Jim to draft Governors letter to parents**
- 14.2 Governors section on website - A Governor asked if the Governors web page with minutes is up to date; the Headteacher confirmed it is. A Governor asked about Governors annual declarations on the school website; the Chair showed the school webpage displaying all declarations.

(Brij Sharma left the meeting)

Parts 1 and 2 of the meeting ended at 8.35 pm

Signed..........Date 14/9/2017  
STUART PARKER, CHAIR