

# CAMPSBOURNE SCHOOL GOVERNING BODY

**Minutes of Full Governing Body Meeting**  
**Held on Wednesday 5<sup>th</sup> December 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> + James Langley (04/12/21)
		<b>Headteacher</b> * Jonathan Smith (Ex-officio)
<b>Staff Governor (1)</b> *Josh Mattocks (20/10/21)		<b>Associate Member</b> None
<b>Also:</b> Gladys Merceron (Observer) Martina Coen (Clerk)		* Denotes Present +Denotes Noted Absence

STUART PARKER IN THE CHAIR.

## PART 1

### 1 Welcome and Apologies for Absence.

- 1.1 Governors were welcomed to the meeting.
- 1.2 The Chair introduced Gladys Merceron, a potential Co-Opted Governor who is attending this meeting as an Observer.
- 1.3 Apologies were noted from James Langley and Brij Sharma.

### 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 17<sup>th</sup> October 2017 were agreed as an accurate record and the Chair duly signed them.
  - 3.1.1 Matters arising
  - 3.1.2 **Action: Link Governors for Literacy and Pupil Premium to circulate feedback to Governors on the Book Look exercise held on 17<sup>th</sup> October.**
  - 3.1.3 **Item 3.1.2 – Action: David and Marion to draft a Governors update item for the school newsletter**
  - 3.1.4 **Item 3.1.3 – The Headteacher provided a verbal update advising that the LA had inspected the electrical system in the Lower School and confirmed that it requires attention however the building is safe. The item has been added to the LA's programme of works. Judicium are scheduled to visit before the end of the term to undertake their termly visit.**
  - 3.1.5 **Item 4.5 – Action: Brij to visit the website to establish if Grants for Schools may be helpful in identifying additional funding**
  - 3.1.6 **Item 5.1 – Action: Brij to investigate possible secure online facilities to manage Governing Body papers**
  - 3.1.7 **Item 7.2 – Action: Jude to liaise with Kate to discuss possible use of the Apprenticeship Levy**
  - 3.1.8 **Item 8.2 – Action: Chair to sign LA Quarter 1 submission form**
  - 3.1.9 **Item 10.1 – The Headteacher advised that a recommendation from the recent OFSTED inspection was that the action plans for Pupil Premium (PP) and Sports Premium are separated into Infant and Junior School versions.**

- 3.1.10 Item 14.1 – The Headteacher advised that the Subject Leads are new to their roles and the Lead Practitioner will meet with them at the start of Spring to review data and planning. **Action: Headteacher to circulate Subject Lead contact details to Link Governors to schedule visits during the Spring term**

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

- 4.1 LA Governor vacancy – The Chair advised that James is unable to attend this meeting as he is overseas due to work commitments. Governors were advised that the Council has completed the LA Governor application process. Governors voted unanimously to appoint James Langley as LA Governor. **Action: James to complete the Annual Declaration form**
- 4.2 Co-Opted Vacancies – Governors noted that there are currently two Co-Opted Governor vacancies. The Chair advised that will contact SGOSS to request details of possible candidates. Governors discussed the skills of the current Governing Body. **Action: Jude to circulate the Skills Audit form to Governors to assist with a Skills Analysis of the current Governing Body**

(Eleanor Jones joined the meeting at 6.40 pm)

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

- 5.1 Infant School OFSTED - The Chair advised Governors that the Infant school was inspected by OFSTED on 21<sup>st</sup> and 22<sup>nd</sup> November 2017. Several Governors attended the feedback session with the Inspector at the end of the visit and provided verbal feedback to Governors. Governors were advised that the main lines of enquiry were attendance, Girls Reading, Boys Maths, Greater Depth and Phonics and the Inspector commented that pupils are happy and confident. Feedback from the Inspector included the strengths of the Governing Body, direction of the school, Safeguarding and Single Central Record and School Emergency Plan. The Headteacher advised that he has reviewed the draft report and expects the final report before the end of this term. Governors noted that the link to the report will be circulated to parents with a covering letter. Governors were advised that approximately 80 parents submitted comments to Parent View; comments were mostly positive. Governors recorded their thanks to the Headteacher and all staff. A Governor asked the Staff Governor for informal feedback on staff morale following the visit; the Staff Governor advised that staff morale was high and staff are happy with the visit.
- 5.2 Governors discussed the forthcoming General Data Protection Regulation (GDPR) requirements and agreed that this should be discussed at the next Governing Body meeting. **Action: Clerk to add item to agenda for meeting on 14<sup>th</sup> December 2017**

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

- 6.1 Governors agreed to defer the Headteacher's report to next week's meeting.
- 6.2 School Development Plan (SDP) - Governors noted the SDP. A Governor asked about the inclusion of previous year performance data with this year's targets in the SDP; the Headteacher outlined the process for developing aspirational but realistic targets using Fischer Family Trust data. A Governor asked if the cohort's needs are considered when setting targets; the Headteacher advised that aspirational targets are set for all pupils. Governors noted that the process for setting KS2 targets includes a review of the cohort's performance at KS1. The Headteacher advised that targets will be shared with staff this week. A Governor requested tables include actual numbers and percentages. Governors voted unanimously to approve the SDP. **Action: Headteacher to update SDP tables to include percentages**
- 6.3 Infant Self Evaluation Form (SEF) – Governors noted the numbers of pupils re-sitting the Phonics Assessment in Year 2. The Headteacher outlined the interventions during 2016/17 and the impact of a member of staff on long term sickness absence.



- 6.4 Behaviour Report – Governors agreed to defer this item to next week's meeting.
- 6.5 Extended Service – Governors noted the report including details of PP attendance and subsidised places. The Headteacher advised that the After School Club is at full capacity; staff recruitment is underway to increase capacity to 60 places. A Governor advised that she has spoken with Helene who provided positive verbal feedback. The Staff Governor advised that he is investigating provision for a possible Coding Club. Governors commented on the wide range of activities available to pupils. Governors thanked the Headteacher for the report.

## 7 Financial Items

- 7.1 Governors noted the Quarter 2 position. Governors noted that a query submitted by email has been responded to. The Chair signed the Quarter 2 LA Submission form.
- 7.2 Governors discussed projects to be funded from the current surplus. **Action: Headteacher to present details of commitments to be funded from the current surplus at the Governing Body meeting on 14<sup>th</sup> December 2017**

## 8 Policy Reviews

- 8.1 Governors noted the Policy Schedule and reviewed the following policies for use in the school:
  - 8.1.1 Assessment and Reporting policy – Governors reviewed and agreed the policy. The Chair requested that Governors refer to this policy during the next Book Look exercise. A Governor suggested that this policy could be merged with the Feedback policy.
  - 8.1.2 Campsbourne Mission Statement (Spiritual, Moral, Social & Cultural development specific) – Governors discussed and agreed that there was no need for a specific mission statement for this subject and agreed to delete the document.
  - 8.1.3 Collective Worship policy – Governors reviewed and agreed the policy. A Governor asked about the process for a member of staff withdrawing from assembly; the Headteacher advised that Campsbourne assemblies are not religious therefore there should be no reason for a member of staff or pupil to withdraw from assembly. The Headteacher outlined a recent conversation with a parent on British Values. Subject to the removal of the line relating to Staff excluding themselves from assembly and the inclusion of the wording "subject matter", Governors agreed the policy.
  - 8.1.4 Community Cohesion policy - Governors reviewed and agreed to delete the policy.
  - 8.1.5 Family Friendly policy - Governors noted that this is the LA model policy and agreed the policy.
  - 8.1.6 Leave, time off and Maternity Childcare policy – Governors noted that this policy is superseded by the Family Friendly policy and agreed to delete the policy.
  - 8.1.7 Redundancy policy proposed changes – Governors reviewed the proposed changes as provided by the LA. Governors agreed the proposed changes to the policy.
  - 8.1.8 School Emergency Plan – A Governor asked about responsibility for collating and updating the plan; the Headteacher advised he is responsible for managing the plan. The Headteacher advised that the OFTSED inspector suggested a grab bag with key documents such as contact details should be developed for use in an emergency. Governors discussed spot checks on details within the plan. Governors discussed a Lockdown policy and procedure. Governors agreed the School Emergency Plan. **Action: Link Governor for H&S to undertake spot checks on the School Emergency Plan in the Spring term**
  - 8.1.9 Statement of Behaviour Principles – The Headteacher referred to the Governor queries submitted by email prior to the meeting and advised that he will reply to the queries and copy to all Governors. Governors discussed alignment of this document with the school values. Governors agreed to defer this to the meeting on 14<sup>th</sup> December 2017. **Action: Governors to provide comments prior to meeting on 14<sup>th</sup> December 2017**



- 8.1.10 Sustainability Policy and Objectives– Governors reviewed the policy. A Governor asked about the pupil survey on methods of travelling to school; the Headteacher advised a “hands up” survey is undertaken during assembly. Governors discussed ways to promote healthy ways to travel to school. The Headteacher outlined the current cycling activities and advised he is investigating ways to increase provision. Governors discussed the school’s three-year vision and agreed that every child should be able to swim and cycle when they leave the school. Subject to the correction of Accessibility errors within the policy, Governors agreed the policy.
- 8.1.11 Use of Social Media policy – Governors discussed staff awareness and acceptance of this policy. A Governor asked if this policy could be merged with the ICT Acceptable Use policy; the Headteacher advised he will check. Subject to the updating of front page, Governors agreed the policy.
- 8.2 Governors discussed references to PSE and PSHE in various documents and requested that the term Personal, Social, Health and Economic (PSHE) is the standard term used.

## 9 Health & Safety

- 9.1 The Headteacher advised that he has been advised that replacement perimeter fencing has been included as part of the LA Capital programme. The LA is landlord and therefore responsible for the perimeter fencing although no decision has been made whether the fencing will be fully replaced or added to.
- 9.2 Governors discussed the comment from the OFSTED Inspector regarding the access ramp.

## 10 Governor Visits

- 10.1 The Link Governor for Safeguarding advised that she visited the school on 17<sup>th</sup> November 2017. Governors were advised that the Single Central Record was reviewed by OSFTED Inspectors during both recent inspections with no issues were recorded.
- 10.2 The Link Governor for Pupil Premium advised that he plans to visit the school.

## 11 Governor Training

- 11.1 Jude advised that she will circulate the Skills Audit form to Governors to assist with a Skills Analysis of the current Governing Body.
- 11.2 David advised that he attended a Data Assessment session. **Action: David to liaise with Headteacher regarding access to the Analyse School Performance (ASP) programme**
- 11.3 Governors noted that both Marion and David have completed the online Safeguarding training. **Action: All Governors to complete online Safeguarding training**


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

- 12.1 Governors agreed the date of the next meeting as:
- Thursday 14<sup>th</sup> December 2017 at 6.15pm

## 13 Any other business

- 13.1 The Chair thanked Gladys for attending the meeting.
- 13.2 There were no other items.

Gladys Merceron and Josh Mattocks left the meeting.  
Parts 1 and 2 of the meeting ended at 8.05 pm

 14/12/2017.

Signed..........Date .....14/12/2017.....  
STUART PARKER, CHAIR