

CAMPSBOURNE SCHOOL

GOVERNING BODY

Minutes of Full Governing Body Meeting
Held on Thursday 15th September 2016, at 6.15 pm at the School

Parent Governors (2) * Marion Groshong (23/11/19) * Eleanor Jones (23/11/19)	Co-Opted Governors (7) * 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) Vacant	LA Governor (1) + Jacqueline Broadhead (26/11/17) ViceChair Staff Governor (1) + Karen Edgar (02/03/19) Headteacher * Jonathan Smith (Ex-officio)
Also: Martina Coen (Clerk) Jim Barter (Observer)		* Denotes Present + Denotes Noted Absence

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 Jacqui Broadhead, Karen Edgar and Freddie Hunter were noted.

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

- 2.1 There were none.

3 Reconstitution of Governing Body

- 3.1 Governors were advised that the Instrument of Governance has been signed by the Director at the local authority and the process to reconstitute has been completed.
- 3.2 Governors voted to appoint the following Co-Opted Governors:
 - Richard Buckley
 - Freddie Hunter
 - David Libbert
 - Stuart Parker
 - Jude Pow
 - Melanie Washington
- 3.3 The Chair advised that there have been two expressions of interest regarding the Co-Opted Governor vacancy. Jim Barten will attend the meeting later to introduce himself and Governors will consider the written expression of interest which has been submitted by the second candidate.

4 Governor's Register of Interest

- 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: Jacqui, Freddie and Karen to complete an annual declaration form**

5 Term of office for Chair and Vice Chair

- 5.1 Governors discussed the term of office for the Chair and Vice Chair. Governors voted unanimously that the term should be one year.

6 Election of Chair

- 6.1 The Clerk asked for nominations for the post of Chair of the Governing Body. Jude Pow nominated Stuart Parker; this was seconded by Richard Buckley.
- 6.2 Governors voted unanimously to elect Stuart Parker as Chair of the Governing Body.

7 Election of Vice Chair

- 7.1 The Clerk asked for nominations for the post of Vice Chair of the Governing Body. Stuart Parker nominated Jacqui Broadhead; this was seconded by Jude Pow.
- 7.2 Governors voted unanimously to elect Jacqui Broadhead as Vice Chair of the Governing Body.

8 Membership of the Governing Body & Committees

- 8.1 Governors discussed and agreed the committee membership as:
Resources – David, Ellie, Stuart, Karen, Jude and Headteacher
Curriculum – Jacqui, Richard, Marion, Melanie, Freddie and Headteacher
- 8.2 Governors discussed and agreed the following Link Governor roles:
SEN; Jacqui H&S: Stuart Early Years: Ellie PP: Richard
Maths: Jude School Council: Marion Science/D&T: Mel Literacy: Freddie
- 8.3 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**
- 8.4 Committee Terms of reference. Governors noted the Resources Committee reviewed the terms of reference at their meeting on 7th September 2016 and agreed that no changes were required. **Action: Curriculum committee to review and agree the terms of reference at their next meeting and submit to the Governing Body for ratification**

9 Role Profile and Code of Conduct

- 9.1 The Clerk advised that the documents have been reviewed and updated to reflect the requirement for Governor's details to be on the school website and Edubase.
- 9.2 Governors reviewed the documents and agreed that all Governors should sit on at least one committee, undertake at least one visit to the school during the school day and undertake at least one training session.
- 9.3 Governors voted unanimously to adopt the documents and the Chair signed the documents.

10 Minutes of the previous meeting and matters arising

- 10.1 The minutes of the meeting held on 19th May 2016 were agreed as an accurate record and the Chair duly signed them.
 - 10.1.1 **Matters arising**
 - 10.1.2 Item 5.2.3 – **Curriculum committee to draft a report on extra curricular activities and school meals** (outstanding action)
 - 10.1.3 Item 6.2 - **EEWG to update the previous Academy report and present to the FGB in the Autumn term.** Update: The Chair advised that the group has met and will present an update to the December meeting. (outstanding action)
 - 10.1.4 Item 12.3 – Jacqui to arrange a whole FGB session on Preparing for an OFSTED visit. **Update: David is due to attend the training and will feedback if a whole FGB session is appropriate**
- 10.2 The minutes of the meeting held on 21st July 2016 were agreed as an accurate record and the Chair duly signed them. There were no matters arising.

11 Chair's Items

- 11.1 School website – The Chair advised that the school website is being developed and the new site will include Governor's details such as declared interests and attendance. The Headteacher advised he is meeting the website provider on 16th September 2016 for the last phase in testing. **Action: Headteacher to ensure Governor's details, minutes of Part 1 meetings, policies and terms of reference are uploaded to the new website**
- 11.2 HSA events – Marion advised that the HSA and teachers are hosting a MacMillan Coffee morning on 30th September 2016. There will be an event to welcome Reception parents on 13th October 2016. A coffee morning will be held on 24th March 2017 to raise funds for Comic Relief. All Governors are invited to attend the events.
- 11.3 Art provision – Governors discussed the Art provision at the school. The Headteacher outlined the possibility of developing an empty classroom to be used as an Art studio however there would need to be a lead provider. Governors discussed possible contacts that may be suitable to lead the Art programme. The Headteacher outlined the STEM programme for pupils.
- 11.4 Education Excellence Working Group – The Chair advised that the group will meet on 20th September. The key members of the group are Stuart, Richard, David and Ellie but all Governors are invited to attend the meeting.

12 School Development Plan

- 12.1 Governors noted the School Development Plan (SDP).
- 12.2 A Governor asked for an example for Priority 5; the Headteacher outlined the PSHE programme which includes units on safety, Keeping Safe assemblies held on Thursdays and discussions on safe places to play.
- 12.3 A Governor asked about online/eSafety. The Headteacher advised that each year has an eSafety curriculum, online safety is also covered in PSHE and the message is reiterated at the start of each session in the ICT suite. The Chair asked all Governors to visit the ICT suite during their school visit to view the safety message.
- 12.4 A Governor asked how an outstanding curriculum is measured. The Headteacher advised that it should be reflected in the data, through talking to pupils and looking at pupil's books.
- 12.5 A Governor asked about a pupil survey. The Headteacher advised that there is a pupil survey each term. The analysis of the recent survey will be presented to the next Governing Body meeting. **Action: Headteacher to present Pupil Survey data to December Governing Body meeting**
- 12.6 Governor voted unanimously to approve the School Development Plan.

(Jim Barten joined the meeting as an Observer at 7.20pm)

13 Attendance Targets

- 13.1 Governors discussed the attendance data from last year.
- 13.2 Governors agreed the attendance target for both Infants and Juniors as 97%.

14 Policy Reviews

- 14.1 Safeguarding and Child Protection policy – Governors noted that the policy is based on the LA model. Governors voted unanimously to approve the policy. The Chair signed the policy.
- 14.2 Safer Recruitment policy - Governors noted that the policy is based on the LA model. Governors voted unanimously to approve the policy. The Chair signed the policy.
- 14.3 Pay policy – Governors noted that the policy is based on the LA model. The Chair checked the pay-scale information and confirmed it as correct. Governors voted unanimously to approve the policy. The Chair signed the policy.

- 14.4 Appraisal policy - Governors noted that the policy is based on the LA model. Governors voted unanimously to approve the policy. The Chair signed the policy.

15 Reports from Committees and Link Governors

- 15.1 Resources committee – Governors were advised that the committee met on 21st July 2016 and 7th September 2016.
- 15.1.1 Governors noted the minutes of the meeting held on 21st July 2016. The Committee Chair provided a verbal outline of the meeting advising that Quarter 1 was reviewed and a 4 year financial plan was reviewed. The Fire Policy was approved at the meeting and the Headteacher provided a verbal update on Fire Warden training. Headteacher provided verbal feedback on the process to produce the design for the Infant Playground equipment with pupils and parents surveyed on the designs. Governors suggesting displaying the proposed designs at the forthcoming HSA events.
- 15.1.2 The Committee Chair provided a verbal update from the meeting on 7th September 2016 advising that the Accessibility policy was approved and a Premises update.
- 15.2 Curriculum committee – Governors were advised that the committee met on 12th July 2016 and reviewed assessment data, the Sports Premium Action plan and Pupil Premium Action plan. The committee is due to meet on 29th September 2016.

16 Health & Safety

- 16.1 The H&S Link Governor advised that the local authority is providing limited support. An external H&S advisor will be engaged to carry out an H&S Audit in October 2016.

17 Governor Visits

- 17.1 Mel agreed to liaise with Governors to arrange visits to the school. **Action: Mel to liaise with Governors to arrange visits**
- 17.2 The Clerk advised that there is a new protocol for Governor visits. **Action: Clerk to forward the Governor visit protocol to Mel**

18 Governor Training

- 18.1 Governors noted the Governor Training programme.
- 18.2 Jude advised that she attended that the recent Headteacher Performance Management training session and found it to be useful.
- 18.3 Marion advised that she plans to attend the Converting to an Academy session on 22nd September 2016.
- 18.4 David advised that he plans to attend the Preparing for OFSTED session on 19th September 2016.
- 18.5 Governors discussed a skills analysis would be useful to identify knowledge gaps and strengths. **Action: Jude to organise a skills analysis**

19 Dates for Governing Body meetings for 2016/17

- 19.1 Governors agreed the dates for 2016/17 meetings as:
- Thursday 8th December 2016 at 6.15pm
 - Thursday 9th March 2017 at 6.15pm
 - Thursday 18th May 2017 at 6.15pm

20 Any other business

- 20.1 Parents Survey – Governors were advised that parents will be asked to complete the survey at the next Parents Evening. A Governor asked about the questions used; the Headteacher advised they are the questions used by OFSTED. Governors discussed an online survey. **Action: Headteacher to investigate an online survey such as Survey Monkey and circulate last year's results to Governors**

20.2 School Council – A Governor asked about the School Council; the Headteacher advised that the class representatives were elected today.

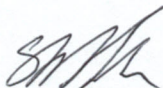
20.3 Co-Opted Governor Vacancy – The Chair introduced Jim Barten and asked him to introduce himself and provided a short outline of his background and skills. Jim outlined his interest in becoming a Governor and detailed his financial background and skills. A Governor asked if Jim had experience in management and monitoring budgets; Jim outlined his skills and experience in budget management. Governors discussed the difficulties in education finance. The Chair thanked Jim for attending the meeting.

(Jim Barter left the meeting)

20.3.1 Governors reviewed the written submission from the second candidate. They discussed the candidate's skills and experience. Governors discussed the expected financial challenges over the next few years. Governors discussed the skill sets of both candidates. Governors voted unanimously to invite Jim Barten to attend the next Governing Body meeting to be appointed as a Co-Opted Governor. Governors voted unanimously to invite the second candidate to be appointed as an Associate Member. **Action: Chair to liaise with both candidates and inform them of the decisions**

Parts 1 and 2 of the meeting ended at 8.35 pm

Signed.....



Date

8/12/2016

STUART PARKER, CHAIR