

# CAMPSBOURNE SCHOOL GOVERNING BODY

**Minutes of Full Governing Body Meeting  
Held on Thursday 8<sup>th</sup> December 2016, 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>Associate Member</b> + Brij Sharma (07/12/20)
<b>Also:</b> Martina Coen (Clerk)		* 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 and Brij Sharma were noted.

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

- 2.1 There were no declarations.

### 3 Governor's Register of Interest

- 3.1 The Headteacher advised that all Governors have completed an annual declaration form and details have been uploaded onto the school website.

### 4 Membership of the Governing Body & Committees

- 4.1 Governors voted unanimously to appoint Jim Barten as a Co-Opted Governor. Jim will join the Resources committee.
- 4.2 Governors voted unanimously to appoint Brij Sharma as an Associate Member.

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

- 5.1 The minutes of the meeting held on 15<sup>th</sup> September 2016 were agreed as an accurate record and the Chair duly signed them.
  - 5.1.1 **Matters arising**
  - 5.1.2 Item 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 (**Outstanding action**)
  - 5.1.3 Item 10.1.2 – Curriculum committee to draft a report on extra curricular activities and school meals (**Outstanding action**)
  - 5.1.4 The Headteacher advised that he is seeking to arrange a RaiseOnline and Data Dashboard training session for Governors.

### 6 Chair's Items

- 6.1 Governor newsletter – The Chair advised that he was seeking ideas and volunteers to draft an item from Governors for the school newsletter. Governors discussed possible topics. **Action: Marion and David to draft a newsletter item on the recent reconstitution of the Governing Body**

- 6.2 Preparation for OFSTED – The Chair advised of the recent session with the School Improvement Advisor (SIA) in preparation for an OFSTED visit. A crib sheet will be developed for use in preparing for meeting an inspector. The written report from the SIA will be circulated once it is received. Governors discussed preparation for OFSTED.

## **7 Headteacher's Items**

- 7.1 Self Evaluation Form (SEF) – Governors noted the SEF. The Headteacher advised that it is a 'live' document which is regularly reviewed and updated. Data has been added to the SEF this half term. Governors were advised that although the overall judgement has been agreed with the School Improvement Advisor (SIA); the narrative is being reviewed. The SEF was reviewed in detail at the recent Curriculum committee meeting. The Headteacher advised that in the Spring term he plans to develop separate SEFs for the Infant and Junior school.
- 7.2 Governors noted the Headteacher's report and provided positive feedback on the format of the report.
- 7.3 Governors noted that there are currently 426 pupils enrolled at the school.
- 7.4 A Governor asked about planned actions to support teacher judged to be Poor within Quality of Teaching. The Headteacher outlined the additional support being provided to the teacher, Tracy (Lead Practitioner) is providing support and additional observations have been planned. Improvements have been noted during the recent observations.
- 7.5 A Governor asked about communication with parents regarding pupil progress. The Headteacher advised that he recently met with some parents and received positive feedback on recent communication. Parents will be invited into school each term to review their child's books. A pro forma will be developed for use at Parent's Evenings to ensure all meetings are consistent. Literacy and Maths Curriculum booklets for each year group are being developed. A document outlining expectations for pupils in each year group is being developed and will form part of the year end report. Governors were advised that there has been positive verbal feedback from parents regarding the newsletter. The Headteacher advised that Robyn who prepares the newsletter is leaving her role; the post is not being filled and responsibility for the website and newsletter will be allocated. Functions carried out by office staff will be reviewed to ensure they are efficient and streamlined. Governors discussed the expected reduction in funding. The website and curriculum booklets will direct parents where to find additional information. Governors discussed an alternative newsletter format or placing regular updates on the website. A Staff Governor advised of the workload involved in producing the newsletter. **Action: Marion to forward newsletter from local school to Headteacher**
- 7.6 A Governor asked about support provided to the 63 children classified as SEN and pupils with Education, Health & Care Plans (EHCP). The Headteacher advised that he has liaised with the Inclusion Officer; recent data indicates that there are a higher number of SEN pupils than currently identified. The Inclusion Officer is developing a SEN register to reflect the needs to pupils across the school. The Headteacher outlined the current support structure for pupils with needs; a planned review of programmes within the school should release more staff to support pupils with needs. The Headteacher advised that the Inclusion Manager will attend the next Curriculum committee meeting.
- 7.7 A Governor asked about asked about the Holiday Club provision. The Headteacher advised that the club organiser, Helene, has said she no longer wishes to work the additional hours during the holidays. The Headteacher advised that he has contacted some external providers to seek information about their services. The Headteacher distributed literature from Energy Kidz and advised that he has visited a school using their services which provided positive verbal feedback. If appointed, Energy Kidz would rent the Campsbourne premises and offer a holiday club to pupils and local children.

The Headteacher advised that a second provider is due to visit the school. Governors discussed the appointment process noting that the provider needs to be in place for the Summer 2017 break. Governors agreed to delegate the decision to the Resources committee. **Action: Richard to review terms and conditions, insurance etc. of the prospective providers**

- 7.7.1 Governors discussed the financial details of providing the service internally compared to using an external provider. **Action: Jim to develop a short financial summary outlining the current position and external provider**
- 7.8 Term Dates 2017/18 – Governors voted unanimously to set the term dates as drafted by the local authority. TAD dates have not yet been finalised.

## **8 School Development Plan**

- 8.1 Governors noted the School Development Plan (SDP). The Headteacher advised that from Spring 2017 the SDP will be reviewed and updated every half term and reported at every FGB meeting.
- 8.2 Governors were advised that the SDP was reviewed in detail at the recent Curriculum committee meeting including updates on Autumn term actions. Items will remain on the plan until they are fully embedded. The Headteacher outlined the recent updates to the plan. Governors were advised that the main reviews of the SDP are held in April (budget information) and October (data).
- 8.3 Governor voted unanimously to approve the School Development Plan.

## **9 Committee terms of reference**

- 9.1 Governors voted unanimously to ratify the terms of reference for the Resources committee.
- 9.2 Governors voted unanimously to ratify the terms of reference for the Curriculum committee.

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

- 10.1 Resources committee – Governors noted the minutes of the meetings held on 7<sup>th</sup> September 2016 and 9<sup>th</sup> November 2016. Governors were advised that the committee has agreed its priorities.
- 10.2 Curriculum committee – Governors noted the minutes of the meetings held on 12<sup>th</sup> July 2016 and 28<sup>th</sup> September 2016.
- 10.2.1 Governors received verbal feedback on the committee meeting held on 6<sup>th</sup> December 2016. There was a positive Book Look exercise and a discussion on data. Governors were advised that the committee has agreed its priorities.

## **11 Development of outdoor Forest School area**

- 11.1 Governors provided verbal feedback from the meetings with the two external providers held on 23 November 2016. The meetings were attended by the Headteacher, Governors, parents and the Forest School lead teacher.
- 11.2 Governors discussed the vision for the Eco Pod internal and external space to be used as a Forest School learning space.
- 11.3 Governors were advised that the proposed budget for the project is £60,000. The Headteacher advised there is a possibility that the local authority may be able to provide match funding up to £25,000 towards the project.
- 11.4 The Headteacher advised that teachers are already considering how they can best use indoor and outdoor space. Governors discussed how the development of the space will benefit pupils across all years.
- 11.5 Governors voted unanimously to award the contract for developing the Eco Pod external space to Tim Archer.



- 11.6 Governors voted unanimously to agree the budget for the project up to £60,000. A Governor asked if the Resources committee has reviewed the budget allocation for the project; the committee chair confirmed they have.
- 11.7 Lower Playground project - The Headteacher outlined the plans to develop the lower playground in three phases. The HSA has agreed to donate £20,000 for phase 1. The school will need to fund £21,000 for phase 2 and £25,000 for phase 3 with the proposal in its current format. Governors voted unanimously to award the contract for this project to London Play. The final designs and costings are being prepared. The HSA, parents and pupils will be involved in agreeing the final design. Governors discussed the financial scrutiny of the project. Governors discussed the damaged equipment in the lower playground and need to replace the equipment. Governors discussed the financial consideration for future projects such as the swimming pool, MUGA, ICT provision, Home Economics space and outdoor Nursery space. Governors agreed the need for a list of projects for earmarked reserves of the current surplus. The Chair requested financial scrutiny of the project and earmarked surplus at the January Resources committee meeting. **Action: January Resources committee to undertake financial scrutiny of the project and earmarked reserves and provide a recommendation on the project to an Extraordinary FGB meeting**

## 12 Policy Reviews

- 12.1 Relationships and Sex Education policy – Governors were advised that this policy was approved at the recent Curriculum committee meeting. Governors voted unanimously to ratify the policy.
- 12.2 Pupil Premium policy - Governors noted that this policy has been reviewed and agreed by the Pupil Premium Link Governor and reviewed at both committees. Governors voted unanimously to ratify the policy.
- 12.3 Sports Premium policy – Governors voted unanimously to approve the policy.

## 13 Health & Safety

- 13.1 Governors were advised that the Health & Safety (H&S) audit has been delayed as there is an issue with the external provider's software.
- 13.2 The Headteacher provided verbal feedback on recent fire drills; there were some minor issues which have been amended.

## 14 Governor Visits

- 14.1 The Feedback form template for Governor visits has been circulated.
- 14.2 Mel advised that she has developed a spreadsheet to record Governor visits and align the visits with the school priorities. **Action: Mel to liaise with Governors regarding Governor visits**
- 14.3 Governors discussed British Values and agreed that it should be considered during Governor visits. The Headteacher advised that British Values are embedded across the school particularly in the Social, Moral, Spiritual and Cultural curriculum. Governors discussed the recent visit by pupils to the Houses of Parliament.
- 14.4 Governors agreed that there should be a Governor Visit to the Breakfast and Afterschool clubs.

## 15 Governor Training

- 15.1 Marion advised that she recently attended a School's Finance training session and reported it to be informative.
- 15.2 Melanie advised that she plans to attend a School's Finance training session.
- 15.3 Jim advised that he attended the recent Governor Induction session and plans to attend the PREVENT session.
- 15.4 David advised that he attended the Preparation for OFSTED training session.
- 15.5 All Governors were reminded to send details of training undertaken to Jude.

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

16.1 Governors agreed the dates for 2016/17 meetings as:

- Thursday 9<sup>th</sup> March 2017 at 6.15pm
- Thursday 18<sup>th</sup> May 2017 at 6.15pm

**17 Any other business**

17.1 There were no items.

(Freddie Hunter left the meeting)

Parts 1 and 2 of the meeting ended at 8.25 pm

Signed..........Date 9/3/2017  
STUART PARKER, CHAIR