

CAMPSBOURNE SCHOOL GOVERNING BODY

Minutes of Full Governing Body Meeting
Held on Thursday 14th December 2017, at 6.15 pm at the School

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| Parent Governors (2) * Marion Groshong (23/11/19) + Eleanor Jones (23/11/19) Vice Chair | Co-Opted Governors (7) * 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 | LA Governor (1) * James Langley (04/12/21) |
| Staff Governor (1) * Josh Mattocks (16/10/21) | | Headteacher * Jonathan Smith (Ex-officio) |
| | | Associate Member None |
| Also: 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 Apologies were noted from Jude Pow and Eleanor Jones.

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 5th December 2017 were agreed as an accurate record and the Chair duly signed them.
 - 3.1.1 **Matters arising/outstanding**
 - 3.1.2 **Item 3.1.2 - Outstanding Action: Link Governors for Literacy and Pupil Premium to circulate feedback to Governors on the Book Look exercise held on 17th October.**
 - 3.1.3 **Item 3.1.3 – Outstanding Action: David and Marion to draft a Governors update item for the school newsletter**
 - 3.1.4 **Item 3.1.5 – Outstanding Action: Brij to visit the website to establish if Grants for Schools may be helpful in identifying additional funding**
 - 3.1.5 **Item 3.1.6 – Brij to investigate possible secure online facilities to manage Governing Body papers. Update: Governors discussed the forthcoming GDPR requirements and the need to review storage of data on personal laptops. The GDPR working group will investigate secure online access facility for Governors.**
 - 3.1.6 **Item 7.2 – Outstanding Action: Jude to liaise with Kate to discuss possible use of the Apprenticeship Levy**
 - 3.1.7 **Item 4.1 – Outstanding Action: James to complete the Annual Declaration form**
 - 3.1.8 **Item 6.2 – Outstanding Action: Headteacher to update SDP tables to include percentages**
 - 3.1.9 **Item 8.1.8 – Outstanding Action: Link Governor for H&S to undertake spot checks on the School Emergency Plan in the Spring term**
 - 3.1.10 **Item 11.2 – Outstanding Action: David to liaise with Headteacher regarding access to the Analyse School Performance (ASP) programme**

3.1.11 Item 11.3 – Outstanding Action: All Governors to complete online Safeguarding training

(James Langley joined the meeting at 6.30pm)

4 **Governing Body & Committee membership**

- 4.1 Co-Opted Vacancies – Governors noted that there are currently two Co-Opted Governor vacancies. The Chair and Eleanor plan to meet with Gladys to discuss her interest in becoming a Co-Opted Governor. The Chair advised that he has received details of possible candidates from SGOSS and will review them with Jude. 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**
- 4.2 Link Governor roles – The Chair outlined the current Link Governor vacancies and will circulate the list to Governors to express an interest in any roles. **Action: Chair to circulate list of Link Governor roles to Governors**
- 4.3 David agreed to act as mentor to James.

5 **Chair's Items**

- 5.1 Governing Body meetings - Governors discussed the current structure of monthly FGB meetings with no committees and agreed it is working well. Governors agreed to continue with the current structure. **Action: Chair to circulate meeting dates for Spring and Summer terms**
- 5.2 The Chair reminded Governors they are invited to attend the schools at 9.30am on Thursday 21st December; the session will cover the Skills Analysis and Safeguarding training.

6 **Headteacher's Items**

- 6.1 Headteacher's report – Governors noted the Headteacher's report.
 - 6.1.1 A Governor asked about in-year transfers; the Headteacher advised that one of the in-year transfers was to another LA school with the other transfers moving outside the borough. Governors discussed the pattern of in-year transfers in Years 3-6. The Headteacher advised that if the school is judged to be Outstanding at the next OFSTED visit, it may make the school more attractive and decrease the number of in-year transfers. The Headteacher outlined changes to the OFSTED inspection process. Governors were advised that as the school has recently been inspected, the next visit will be in 3 years' time and if the school is judged to be moving towards Outstanding, a further visit will be scheduled for 2 years later; therefore, it will be approximately 5 years before the school could be judged as Outstanding. Governors discussed the possibility of requesting an earlier inspection.
 - 6.1.2 The Headteacher advised of the current number of first place Reception applications for the 2018/19 intake; the deadline for applications is 15th January 2018. Governors discussed ways to market the school and raise the profile in the community. A Governor asked about tours of the school; the Headteacher advised that tours are available every Friday morning and have been well attended. Governors were advised that the school website will be reviewed and updated. Governors discussed PR activities to publicise the school and noted that the recent Good judgements from OFSTED will help raise people's awareness of the school. Governors agreed that a small working group should discuss future marketing of the school and make a recommendation to the FGB; David, Brij, Josh and James agreed to join the working group. **Action: Working group to discuss future marketing of the school and make a recommendation to the FGB**
 - 6.1.3 Governors noted the recent Attendance data. A Governor asked if there is a reason for the recent improvement in Attendance figures; the Headteacher advised there is

no one specific reason for the improvement but the number of fun/interesting activities currently at school (including Forest School) may make school more attractive for pupils. The Headteacher advised that patterns of absence are monitored and outlined the letters being sent to pupils with Attendance issues. A Governor asked about the next step if Attendance doesn't improve after the letter is sent; the Headteacher advised that if there is no improvement after the letter, parents would be requested to attend a meeting with the Headteacher.

- 6.1.4 A Governor asked about Staff sickness absence; the Headteacher explained the current data. Governors discussed benchmarking staff absence against comparable schools.
- 6.1.5 A Governor asked about the acronym SKEW within the report; the Headteacher advised it is Subject Knowledge Enhancement Workshops (SKEW).
- 6.1.6 A Governor asked about the Tri-Borough Behaviour Provision; the Headteacher advised schools are no longer able to purchase the service, instead there is central support for later stage issues once the school has completed all in-house processes.
- 6.1.7 Governors noted that 52 pupils are identified with Special Educational Needs (SEN). A Governor asked about any additional funding for SEN pupils without Education, Health & Care Plans (EHCP); the Headteacher outlined the internal support provided to pupils with SEN including a variety of learning aids and support from the Inclusion Manager. Governors discussed the lack of provision/support available for the school to purchase externally. The Headteacher outlined the purchase of external Speech & Language support. Governors were advised that additional support is purchased from the Education Welfare Officer for EHCP applications.
- 6.1.8 Governors noted the recent Quality of Teaching judgements with 2 teachers judged to be outstanding, 10 teachers judged to be good and 1 teacher being judged to require improvement. The Headteacher outlined the support being provided.
- 6.1.9 Governors noted details of partnership work including the Physics Partnership and Grieg City Robotics club.
- 6.1.10 A Governor asked about the internal exclusion; the Headteacher advised that the case is now closed.
- 6.1.11 The Headteacher outlined recent staff training for Breakfast and After school staff.
- 6.1.12 Governors thanked the Headteacher for his report and commented positively on the new, helpful format.
- 6.2 2018/19 Term dates – The Headteacher advised that the proposed 2018/19 term dates are based on the LA term dates. Governors voted unanimously to agree the 2018/19 term dates.
- 6.3 Whole School Assessment - Governors noted the Whole School Assessment documents. **Action: Whole School Assessment documents to reviewed at the next FGB meeting**
- 6.4 Behaviour Report – Governors noted the report and commented positively on the new format.
- 6.5 School Development Plan (SDP) – Governors were advised that all SDP actions will be linked to the school priorities.

(Marion Groshong joined the meeting at 7.10pm)

7 Premises Development Plan

- 7.1 The Headteacher outlined the proposed projects to be funded by the current surplus.
- 7.2 Sensory Rooms – The Headteacher advised that two quotes have been received for the development of the sensory rooms and a third quote has been sought; the quotes depend on the specification for the room which has not yet been finalised. The Headteacher and Inclusion Manager will review the proposed designs and quotes. Governors discussed possible applications for external funding for the sensory rooms. Governors discussed the possible wider use of the rooms for social skills and

interactive handwriting. Governors voted unanimously to commit £60,000 for development of the two sensory rooms.

- 7.3 Swimming pool liner – The Headteacher advised that a quote has been received for the replacement pool liner for £3,000. Governors voted unanimously to commit £3,000 for the replacement pool liner.
- 7.4 Wireless Network – The Headteacher outlined the use of the Accelerated Reader programme using online assessments and the possible introduction of Accelerated Maths programme for all year groups. Governors were advised that the wireless network requires upgrading. Two quotes have been received and a third quote is being sought. Governors voted unanimously to commit £10,000 for upgrades to the wireless network.
- 7.5 Tablets – The Headteacher advised that Samsung tablets and docking stations will be purchased for each class (6 per class). Governors voted unanimously to commit £10,000 for tablets and docks.
- 7.6 MUGA surface replacement – The Headteacher advised that the surface requires replacing and one accident has been recorded in the past year. Quotes are being sought for replacement of the surface. Governors voted unanimously to commit £25,000 to replace the MUGA surface.
- 7.7 Entrance Area – The Headteacher outlined the proposed redevelopment of the entrance/office area. Governors discussed possible ways to improve the area, make it more welcoming and make better use of the space. The Headteacher advised that he has contacted the LA as request details of possible contractors. Governors voted unanimously to commit £50,000 to redevelop the entrance/office area.
- 7.8 Governors agreed that additional Early Years funding will be ring-fenced for the development of the external Reception area. **Action: Headteacher to liaise with SBM to confirm additional EY funding is ring-fenced**

8 Haringey Education Partnership (HEP)

- 8.1 Governors noted the HEP presentation. The Chair outlined the current School Improvement provision at the LA and current funding methods. Governors discussed the new HEP and projected membership costs. Governors noted the initial membership period is 2 years. Governors discussed current SLAs with the LA and statutory functions provided by the LA.
- 8.2 Governors voted unanimously to agree to join the HEP.

9 General Data Protection Regulation (GDPR)

- 9.1 Governors discussed the new regulations effective from May 2018. Governors agreed a working group should be tasked with researching the new requirements and identifying actions; the working group will make recommendations to the FGB. The Chair and Brij agreed to join the working group. Governors noted that the chair@campsbourne.haringey.sch.uk email account will be used by the working group.
Action: Governors interested in joining the working group to contact the Chair

(Josh Mattocks left the meeting at 7.30pm)

10 Policy Reviews

- 10.1 Governors noted the Policy Schedule and reviewed the following policies for use in the school:
 - 10.1.1 Home Learning policy – Governors were advised that the policy has been developed and shared with staff for feedback. After staff feedback is received, the policy will be presented to the FGB in Summer term for approval.
 - 10.1.2 Accessibility policy – A Governor suggested the policy could be merged with the Equalities policy. Governors voted unanimously to approve the policy.

- 10.1.3 Asthma policy – Governors noted that the First Aid policy supercedes this policy and agreed to delete the Asthma policy.
- 10.1.4 Feedback policy – The Headteacher advised that this policy is being shared with Governors for information. Governors commented positively on this policy. **A Governor asked about developing staff skills on providing feedback**; the Headteacher advised of regular reviews including book looks, reviews and observations to ensure effective feedback is provided. **A Governor asked about approval of this policy**; the Headteacher advised that he writes this policy and the Lead Practitioner assesses practice and impact and provides feedback on effectiveness. Governors voted unanimously to approve the policy.
- 10.1.5 Fire Safety Management policy – **A Governor asked if all staff receive this policy**; the Headteacher advised that all staff receive the 18-page policy (without the large Fire Risk Assessment template). Governors voted unanimously to approve the policy.
- 10.1.6 Governor Monitoring Visits policy – Governors were advised that this is the annual review of the policy. The Clerk suggested a Safeguarding question could be added to the Governor Visit feedback form. **Action: Comments on the policy to Headteacher**
- 10.1.7 No Smoking policy – Governors were advised that this policy is superceded by the Staff Handbook. **A Governor asked about vaping**; the Headteacher advised that he will update the Staff Handbook to include reference to vaping. Governors agreed to delete this policy. **Action: Headteacher to update the Staff Handbook to include reference to vaping**
- 10.1.8 Statement of Behaviour Principles – A Governor suggested the document could be reviewed to make it more personal to Campsbourne. Governors voted unanimously to approve the principles. **Action: Brij to review Statement of Behaviour Principles developed by other schools**
- 11 Health & Safety**
- 11.1 Governors were advised that the recent Judicium H&S inspection went well with positive verbal feedback received; the written report has not yet been received. The Headteacher advised that the recent H&S review identified that the emergency lighting requires checking; Michael is managing the action.
- 11.2 **Governors noted the recent email regarding the Lower School Electrical wiring system.** The Headteacher advised that there has been an independent inspection which confirmed that the system requires replacing but poses no immediate safety issue.
- 11.3 The Headteacher advised that the LA plans to undertake a survey of all school buildings to assess the condition of the premises.

12 Governor Visits

- 12.1 Jim advised that he visited the school to view the forest School provision and provided positive verbal feedback.
- 12.2 James advised that he hopes to visit the school at the start of the Spring term. **Action: James to contact Headteacher to schedule visit**

13 Governor Training

- 13.1 James advised that he plans to attend the next New Governors Induction session.

14 Dates for Governing Body meetings for 2016/17

- 14.1 Governors agreed the date of the next meeting as:
- Tuesday 23rd January 2018

15 Any other business

- 15.1 There were no other items.