

CAMPSBOURNE SCHOOL GOVERNING BODY

Minutes of Full Governing Body Meeting
Held on Tuesday 23rd January 2018, at 6.15 pm at the School

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) Headteacher * Jonathan Smith (Ex-officio) Associate Member None
Staff Governor (1) *Josh Mattocks (16/10/21)		
Also: Martina Coen (Clerk) Elizabeth Rarieya (School Business Manager) for Item 4 Gladys Merceron (Observer) Rachel Roberts (Observer)		* Denotes Present + Denotes Noted Absence

STUART PARKER IN THE CHAIR.

PART 1

1 Welcome and Apologies for Absence.

- 1.1 Everyone was welcomed to the meeting. The Chair introduced Rachel Roberts a potential Co-Opted Governor candidate; Governors introduced themselves and Rachel provided some background information and outlined her skills.
- 1.2 Apologies were noted from Brij Sharma and Marion Groshong.

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 14th 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 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 3.1.4 – **Outstanding Action: Brij to visit the website to establish if Grants for Schools may be helpful in identifying additional funding**
 - 3.1.5 Item 3.1.5 – **Outstanding Action: GDPR working group will investigate secure online access facility for Governors**
 - 3.1.6 Item 3.1.6 – **Outstanding Action: Jude to liaise with Kate to discuss possible use of the Apprenticeship Levy**
 - 3.1.7 Item 3.1.9 – **Outstanding Action: Link Governor for H&S to undertake spot checks on the School Emergency Plan in the Spring term**
 - 3.1.8 Item 3.1.10 –David to liaise with Headteacher regarding access to the Analyse School Performance (ASP) programme *Update: The Headteacher advised that he has seeking external advice regarding Governor access to the system*
 - 3.1.9 Item 4.2 – **Outstanding Action: Chair to circulate list of Link Governor roles to Governors**

- 3.1.10 Item 6.1.2 – **Outstanding Action: Working group to discuss future marketing of the school and make a recommendation to the FGB** Update: The Headteacher provided a verbal update in the recent increase in enrolment figures at the school. Governors discussed enrolment issues across the borough.
- 3.1.11 Item 9.1 – The Headteacher advised there is an issue with access to the Chair's Campsbourne email address. **Action: Chair to liaise with Turn It On regarding access to the email account and discuss Governor email accounts**
- 3.1.12 Item 10.1.8 – **Outstanding Action: Brij to review Statement of Behaviour Principles developed by other schools**
- 3.1.13 Item 11.3 – **Outstanding Action: All Governors to complete online Safeguarding training**

4 Quarter 3 financial report

- 4.1 Governors noted the updated Quarter 3 financial report which was circulated prior to the meeting. Governors noted the in-year Revenue surplus at the end of Quarter 3 as £16,000. Governors noted the in-year Capital surplus at the end of Quarter 3 as £36,000.
- 4.2 A Governor asked about line I08 Income from Facilities and Services. The Headteacher advised this income is from lettings. JustSwim has not yet been invoiced however the invoice will be actioned before year end. Governors discussed the invoice for JustSwim. **Action: Headteacher to check the JustSwim contract to ensure full payment is required unless the pool is unusable**
- 4.3 A Governor asked about the reduced income in line I09 Catering Income. The School Business Manager (SBM) advised there are some outstanding balances on pupil's accounts for school meals. Governors were advised that there has been a decline in the number of pupils paying for school meals. Governors discussed possible reasons for the decline in pupils opting for school meals such as the lunch time schedule or the move from free school meals in Reception and KS1 to paid for meals in KS2. Governors provided informal verbal feedback from parents regarding the meal options. The Headteacher advised that he has been in contact with a local school that allows parents to pre-select their children's meals; Governors discussed possible implementation issues, increased efficiency and reduced waste in the kitchen and ensuring pupils receive a balanced, healthy meal. **Action: SBM to provide an analysis of school meal update and income**
- 4.3.1 Governors discussed including a question on school meals in the next Parent Survey. Governors discussed sending shorter more targeted surveys to parents throughout the year.
- 4.4 A Governor asked about line E10 Supply Teacher Insurance. The SBM advised that the insurance policy has not yet been purchased and a pro-rata rate is being obtained for the remainder of the school year. The figure included in the report is based on the previous year; the SBM advised how the premium is calculated.
- 4.5 A Governor asked about line E19 Learning Resources. The SBM advised that is normal for 100% of the budget to be spend by this point in the year and there is little planned expenditure for the final quarter; the budget allocation for this area will be reviewed as part of the budget planning process. The SBM advised that some items were mis-coded during the year and staff training has been held to ensure this doesn't happen again.
- 4.6 A Governor asked about line E27 Bought In Professional Services. The SBM advised that the budget allocation is underspent by £8,000. **Action: SBM to investigate the underspend and advise Governors**
- 4.7 A Governor asked about line E28 Bought In Services (Other). The Headteacher advised that the spend relates to additional support from the Educational Psychologist which is required for applications for Education, Health and Care Plans (EHCP).
- 4.8 The Chair and Headteacher signed the LA Submission form for Quarter 3.

- 4.9 The SBM advised that the 2017/18 year-end report will be presented to the Governing Body meeting on 20th March 2018. The 2018/19 budget submission deadline has not yet been confirmed by the LA.

(Elizabeth Rarieya left the meeting at 6.55 pm)

5 Governing Body membership

- 5.1 Associate Member – The Chair proposed that Gladys Merceron is appointed as an Associate Member for a one-year term. Governors voted unanimously to appoint Gladys as an Associate Member. **Action: Gladys to complete an Annual Declaration of Interests form**
- 5.2 Co-Opted Vacancies – The Chair advised that Rachel has been invited to this meeting as a possible Co-Opted Governor candidate. The Chair provided verbal feedback on the details of potential candidates received from SGOSS. **Action: Chair, Vice-Chair and Elli to reviews forms from potential candidates**

6 Chair's Items

- 6.1 Haringey Education Partnership (HEP) – Governors noted the HEP documents circulated with the papers for this meeting. A Governor asked if the Clerking provision will remain the same after it transfers to HEP; the Clerk advised that she is attending a briefing session on 24th January and will be able to provide clarity after that session.

(Jim Barton joined the meeting at 7.05pm)

7 Headteacher's Items

- 7.1 Headteacher's report – Governors noted the Headteacher's report. Governors noted the responses to queries that had been emailed in advance of the meeting.
- 7.2 School Development Plan (SDP) – Governors noted the latest version of the SDP and reviewed the updates. Governors noted the responses to queries that had been emailed in advance of the meeting.
- 7.3 Capital Projects – The Headteacher provided a verbal update on the capital projects that were agreed at the previous meeting:
- Sensory rooms – The companies that have already submitted quotes have been invited to return to view the space and submit revised designs.
 - Office and Entrance area – The Headteacher outlined the required reconfiguration of the space to ensure the best use of space, create a space for confidential work and develop a new welcome area. Taskspace has been asked to visit the site to view the area.
 - MUGA surface – Quotes are being sought for replacing the surface.
 - External Reception space - Quotes are being sought for developing the space.
 - Wireless network – The Headteacher is investigating the requirements for the provision.
 - The Headteacher advised he has contacted the LA Planning department to enquire about permission required to replace two external windows with doors to increase access to the external learning space.

8 Data Analysis report

- 8.1 Governors noted the Data Analysis reports for Reading, Writing and Maths. Governors noted the responses to queries that had been emailed in advance of the meeting.
- 8.2 The Headteacher explained how to interpret the tables. Governors reviewed the tables and noted progression from Autumn 1 to Autumn 2.
- 8.3 A Governor commented on the Year 5 performance and asked about the needs and history of the current cohort. The Headteacher outlined the history and emotional

needs of the current Year 5 cohort and advised of the support provided by Lead Practitioner and Higher Level Teaching Assistant (HLTA). Year 5 pupils are making progress which is evidenced by the data in Autumn 1 and Autumn 2. A Governor asked if the interventions and support will help the current Year 5 pupils reach Age Related Expectation (ARE) by Year 6; the Headteacher outlined the support and the expected impact. The Headteacher advised that there shouldn't be a dramatic increase in pupil's progress in Year 6, there should be ongoing gradual progress throughout their whole school career.

- 8.4 The Headteacher advised that the two errors identified in the spreadsheet have been corrected.
- 8.5 A Governor asked about the Year 1 Phonics Assessment. The Headteacher outlined the data from the recent Phonics assessment; the final assessment will be held in June. The Headteacher outlined the needs of the current Year 1 cohort, explained the interventions and planned impact. Governors were advised that Phonics is tracked rigorously in Reception and Year 1, there is targeted use of high frequency words and phonics – the impact of this should be fully seen in the results in 2019.
- 8.6 The Headteacher referred Governors to the Year 2 results within Reading and explained that there is an issue with pupils moving from the Guided Reading scheme to the Accelerated Reading scheme – 66% of Year 2 pupils are now using the Accelerated Reader scheme. There will be regular review of data to track the year group's progress. A parental workshop on Accelerated Reader is scheduled for Spring 2.
- 8.7 A Governor asked about the comment from the recent OFSTED inspection regarding class teachers tracking progress within their class; the Headteacher advised that he reviews the whole school data to identify key target groups across the school and passes details of key groups to class teachers. Teachers are aware of their pupils within those key groups. Governors discussed ownership of the information, lesson planning and interventions. The Headteacher outlined Pupil Progress reviews. **Action: Headteacher to share Pupil Progress review template with Governors**
- 8.8 Governors were advised that there is a target for each pupil at the end of KS2 which has been developed using Fischer Family Trust (FFT) principles – the target is not shared with pupils. Governors discussed the use of targets and aspirations for pupils.

(Rachel Roberts left the meeting at 7.30 pm)

- 8.9 A Governor asked about Reading data for Year 5 Pupil Premium (PP) pupils; the Headteacher outlined performance of the pupils. A Governor asked about support being provided to the pupils; the Headteacher outlined the support and planned impact from the interventions.
- 8.10 A Governor asked KS2 SATS Writing; the Headteacher advised that there is no formal assessment for Writing, there is an end of year Teacher Assessment. The Headteacher explained the use of internal levels to track progress.
- 8.11 A Governor asked about the dip in Year 3 Writing data; the Headteacher advised that there is an increased focus on Year 3 Reading which should impact on Writing.
- 8.12 Governors thanked the Headteacher for the reports and commented on the useful reports. **Action: Updated data to be presented to the Governing Body in March**

9 General Data Protection Regulation (GDPR)

- 9.1 The Headteacher advised that he plans to attend a GDPR training session on 25th February. Judicium are holding a half day GDPR training session on 23rd February for staff; Governors are invited to attend the session. **Action: Headteacher to circulate details of the GDPR half day training session to Governors**

10 Policy Reviews

- 10.1 Governor Monitoring Visits policy – The Headteacher advised that further to the review of this policy at the previous meeting, he has received no further comments on this policy. Governors voted unanimously to approve this policy.

11 Health & Safety

- 11.1 Governors noted the report from Judicium which has been updated following the visit on 12th December 2018.
- 11.2 Governors noted the updated Action Plan. Governors noted the action regarding to staff stress management; the Headteacher advised he is looking into stress management training for staff. Governors were advised that the Headteacher and Site Manager have review the action plan and the Site Manager is addressing the actions. Governors discussed the Asbestos policy and awareness of where it is located within the school.
- 11.3 The Headteacher advised the LA is planning Phase 1 of building works and will visit the school on 29th January to inspect school premises and identify required actions. Governors discussed the required changes to the perimeter fencing. The Headteacher advised that the guttering needs to be cleaned and debris removed, this will be actioned during holiday time.

12 Governor Visits

- 12.1 Governors were advised that Marion has been invited to attend the School Council meeting on 29th January 2018.

13 Governor Training

- 13.1 The Chair advised that several Governors completed a Safeguarding training session during their meeting on 21st December 2017.
- 13.2 Elli advised that she plans to attend the Financial Scrutiny for Governors training session on 5th February 2018.
- 13.3 Jude advised that the Skills Audit completed at the end of last term identified some areas for development; the results have been shared with Governors and will inform Governor training and recruitment of future Governors.

14 Dates for Governing Body meetings for 2016/17


- 14.1 Governors agreed the date of the next meeting as:
- Tuesday 27 February 2018 at 6:15pm
 - Tuesday 20 March 2018 at 6:15pm
 - Tuesday 24 April 2018 at 6:15pm
 - Tuesday 12 June 2018 at 6:15pm
 - Thursday 12 July 2018 at 6:15pm

15 Any other business

- 15.1 An Associate Member commented on the impressive work of the pastoral team on recent Anti-bullying initiatives. The Headteacher outlined the Feel Brave project; the school is involved in the pilot of this new scheme to help children deal with their emotions, develop resilience and life skills. Pupils participate in 5 minute sessions every day. Staff training was held at the recent INSET day and the scheme aligns with the PSHE curriculum.
- 15.2 Governors discussed the production and circulation of the Governors Annual Newsletters and agreed that the newsletter should be emailed to parents with a small number of hard copies available if required.
- 15.3 Governors discussed the frequency and format of school newsletters. **Action: Clerk to add the item to the agenda for the next meeting**

15.3.1 A Governor asked if the school email system identifies if the sent messages are opened. **Action: Headteacher to establish if the schools email system records if sent messages are opened**

(Gladys Merceron and Josh Mattocks left the meeting)
Parts 1 and 2 of the meeting ended at 8.00 pm

Signed..........Date27/2/2018.....
STUART PARKER, CHAIR