

# CAMPSBOURNE SCHOOL GOVERNING BODY

**Minutes of Full Governing Body Meeting**  
**Held on Tuesday 20<sup>th</sup> March 2018, at 6.30 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) * Rachel Roberts (26/02/22) Vacant	<b>LA Governor (1)</b> * James Langley (04/12/21)  <b>Headteacher</b> * Jonathan Smith (Ex-officio)  <b>Associate Member</b> * Gladys Merceron (22/01/19)
<b>Staff Governor (1)</b> * Josh Mattocks (16/10/21)		
<b>Also:</b> Martina Coen (Clerk) Morgan Currie Deputy Headteacher (Inclusion) for Item 3 Elizabeth Rarieya School Business Manager for Item 4		* 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 welcomed Morgan for Item 3 and Elizabeth for Item 4.
- 1.2 Apologies were noted from James Barten.

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

- 2.1 There were no declarations.

### 3 Policies

- 3.1 SEND policy – Governors reviewed the policy. Morgan advised that this is the annual review of the policy and outlined some minor amendments to the previous version. Governor voted unanimously to agree the policy.
- 3.2 Positive Handling policy – Governors reviewed the policy. Morgan outlined staff training recently undertaken. Governors were advised that the policy has been reviewed and adheres to guidance provided at recent training. Morgan outlined the minor amendments to the previous version including the requirement of staff to seek first aid after an incident. Governor voted unanimously to agree the policy.
- 3.3 Intimate Care policy – Governors reviewed the policy. Morgan advised that this is the annual review of the policy. Morgan outlined some minor amendments to the previous version including the paragraph relating to pupils changing out of soiled clothing. Governors agreed that the term “age appropriate” should be replaced with “needs of child”. Governors discussed the process for contacting ~~staff~~ <sup>\* parents</sup> in the event of an incident and the need to ensure spare clothes for all pupil ages are available. Governors discussed the support to be provided by staff to pupils in case of an incident. Governor voted unanimously to agree the policy.
- 3.4 Computing policy – Governors agreed to defer this item to the April Governing Body meeting. **Action Clerk to add item to agenda for April Governing Body meeting**
- 3.5 Extend School policy – Governors agreed to defer this item to the April Governing Body meeting. **Action Clerk to add item to agenda for April Governing Body meeting**



(Morgan Currie left the meeting. James Langley and David Libbert joined the meeting at 6.40 pm)

#### **4 School Financial Value Standard (SFVS) and Year End report**

- 4.1 Year End report – The SBM apologised for the late circulation of the Year End report. Governors were advised that the deadline for submitting the Year End report to the LA is 23<sup>rd</sup> March 2018.
- 4.1.1 Governors noted the Year End report and noted the in-year surplus of £55,139 (Revenue) and £14,475 (Capital). Governors reviewed the Income and Expenditure report including explanations of variance above £4,000.
- 4.1.2 Line I09 School Meals – The SBM advised that she has liaised with Diana and advised that the budget projections were based on last year and used an incorrect meal price. Governors discussed the fluctuation in the number of pupils having school meals.
- 4.1.3 Line E03 Education Support Staff – The SBM advised that there are a number of SEN pupils requiring 121 support that was not previously budgeted for. The Headteacher outlined the application process for Education, Health & Care Plans and SEN funding. The SBM and Inclusion Manager will liaise as part of the budget development process.
- 4.1.4 Line E04 Premises Staff – The SBM advised this line includes agency costs for external cleaning staff.
- 4.1.5 Line E05 Admin & Clerical Staff – The SBM outlined the staff changes in the office.
- 4.1.6 Line E06 Catering Staff – The SBM outlined the recent staff sickness absence and recruitment.
- 4.1.7 Line E08 Indirect employee expenses – Governors noted that this is due to payment of finder's fees to agency.
- 4.1.8 E10 Supply Teacher Insurance – The SBM advised that the insurance premium is pro-rata for this financial year. A Governor asked if the premium is the for the same amount of cover as the previous policy; the SBM advised it is based on the same staff profile.
- 4.1.9 E12 Building repair & maintenance – The Headteacher explained there is a new partition wall in Year 1 costing approximately £6K to improve the use of space as well as the cost of maintaining buildings.
- 4.1.10 E13 Grounds – The SBM advised there were trees that required attention.
- 4.1.11 E19 Learning Resources – The SBM and Headteacher will discuss the budget provision as part of the budget development process.
- 4.1.12 E20 ICT Learning Resources – The SBM explained the purchase of Microsoft SLA and various other licenses and installation of interactive whiteboards in some classes. A Governor asked if all classes now have the interactive whiteboards; the Headteacher advised there is a rolling programme to eventually install them in all classes.
- 4.1.13 E24 Special facilities – Governors were advised of savings in after school club and swimming pool budgets.
- 4.1.14 E26 Agency staff – The SBM explained the over spend due to planned supply cover for NQT and sickness cover.
- 4.1.15 E27 Bought in professional curriculum – Governors noted the savings on Music tutor, Art, Counselling & Spanish teacher SLAs.
- 4.1.16 E28 Professional services – The SBM outlined the non-curriculum over spend in the HR & payroll services SLA (£7,700), Residential trips (£6,300), additional support by SBM during Office transition period (£2,700).
- 4.1.17 Governors noted the overall carry forward surplus of £189,607 (Revenue) and £25,395 (Capital). Governors noted the projects committed to be funded from the surplus as agreed at the Governing Body meeting held on 23<sup>rd</sup> January 2018. The



Chair advised that he will visit the school to sign the Year End report on Friday 23<sup>rd</sup> March 2018.

- 4.2 SFVS submission – The Link Governor for Resources outlined the development of responses within the submission. Governors reviewed the draft submission and discussed responses and supporting evidence. Governors requested reference to committees is removed from item 10 and 11. Governors discussed possible benchmarking with South Harringay and St Francis de Sales. The Headteacher advised that the Premises Development Plan will be circulated to Governors when the Site Manager returns from annual leave. Governors voted unanimously to agree the SFVS submission. The Chair advised that he will visit the school to sign the SFVS submission on Friday 23<sup>rd</sup> March 2018.

(Elizabeth Rarieya left the meeting at 7.10 pm)

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

- 5.1 The minutes of the Governing Body meeting held on 27<sup>th</sup> February 2018 were agreed as an accurate record, subject to a minor correction at 3.1.4, and the Chair duly signed them.
- 5.1.1 **Matters arising/outstanding**
- 5.1.2 Item 3.1.4 – ***Outstanding Action: Rachel to liaise with Jude to discuss possible use of the Apprenticeship Levy***
- 5.1.3 Item 3.1.5 – ***Outstanding Action: Link Governor for H&S to undertake spot checks on the School Emergency Plan in the Spring term***
- 5.1.4 Item 7.3 – Brij advised that he has identified a possible site for online storage of Governor papers. The Headteacher advised that he has also identified a site used by local school for online storage of Governor papers and wider use by the school.
- 5.1.5 Item 9.1 – ***Outstanding Action: Chair to investigate access to Section 106 funds from the LA***
- 5.1.6 Item 13.3 – ***Outstanding Action: Headteacher to add staff contact details to the Link Governor table***
- 5.1.7 Item 14.3 – ***Outstanding Action: All Governors to complete online Safeguarding training***

## **6 Governing Body membership**

- 6.1 Co-Opted Vacancies – Governors noted the current vacancy. The Chair advised that he has passed details of possible candidates from SGOSS to the Vice Chair for review. Jude advised that the Skills Audit analysis had identified diversity and data as areas for development; recent appointments have reflected this.
- 6.2 Link Governor roles – Governors noted the full table of Link Governor roles as circulated by David. James was appointed as the Link Governor for Literacy.

## **7 Chair's Items**

- 7.1 The Chair advised that he had no items.

## **8 Headteacher's Items**

- 8.1 Headteacher's report – The Headteacher advised that his report has been deferred to the next meeting.
- 8.2 Self-Evaluation Form (SEF) and School Development Plan (SDP) – The Headteacher advised that the new SEF is 80% complete; Morgan, Victoria and Wendy have been involved in the development of the document and budget implications are being included with actions. There will be an SDP for each school and there will be some overlap of some items. Governors discussed issues with the financial year running from April to March and the school year from September to August. Governors discussed expected data trends, headline reports and the differing abilities of each



cohort. The documents will be presented for approval at the next Governing Body meeting. **Action: SEF and SDPs to be presented for approval at the next Governing Body meeting**

- 8.3 Data reports – Governors noted the data reports and noted that the Data working group has scheduled a meeting next week; feedback from the meeting will be circulated to Governors for information. The Headteacher outlined the review of Behaviour Data. Governors discussed the importance of clear, concise data and the need to triangulate information. **Action: Review of Data reports deferred to next Governing Body meeting**
- 8.4 Extended Services report – Governors noted the report and commented on the high numbers of pupils attending the Breakfast and After school clubs. A Governor asked if there had been any formal information regarding the possible withdrawal of free school meals; the Headteacher advised he had not received any information on the matter.

## 9 General Data Protection Regulation (GDPR)

- 9.1 The Headteacher thanked Brij for forwarding a GDPR Audit form; the Headteacher advised that the form has been completed and was very helpful.
- 9.2 The Headteacher advised that a group of local schools have approached Judicium to provide a group discount for their GDPR service. Judicium has offered to provide policies and support for the implementation and first year for £1,500. The Headteacher provided verbal feedback on the LA information regarding GDPR. Governors discussed GDPR requirements. The Headteacher advised that the SBM will complete GDPR training. Governors voted unanimously to agree to purchase the service from Judicium.
- 9.3 A Governor suggested consideration of purchasing an insurance policy to protect against any future GDPR incident.

## 10 Health & Safety

- 10.1 Governors were advised that the Site Manager is currently on leave. The Link Governor for Health & Safety will meet with the Site Manager on his return and discuss progress on actions identified within the recent report.
- 10.2 The Headteacher advised that he has met with JustSwim to discuss the actions within the recent Pool Audit and discuss future arrangements.

## 11 Sports Premium

- 11.1 The Headteacher advised that the document is being reviewed as part of the budget development process. Governors agreed to defer this item to the next meeting.  
**Action: Clerk to add item to the agenda for the next meeting**

## 12 Governor Visits

- 12.1 Governors were advised that the Safeguarding Link Governor visited the school on 19<sup>th</sup> March 2018. As part of the visit the Single Central Record (SCR) was checked; several minor issues were identified and are being addressed. A follow up visit has been scheduled.
- 12.2 Jude advised that she visited the school on 12<sup>th</sup> March 2018 and met with the Headteacher.
- 12.3 Elli advised that she attended a Benchmarking session with the Chair and Headteacher on 8<sup>th</sup> March 2018.
- 12.4 The Pupil Premium Link Governor advised that he met with the Headteacher on 14<sup>th</sup> March 2018 to discuss current PP funding, PP action plan and future impact from reduced PP funding. During the visit he joined a session with Year 6 PP pupils and provided positive verbal feedback. An additional visit is scheduled for the Summer term to focus on Writing.



### 13 Governor Training

- 13.1 Rachel, Gladys and James advised that they attended the recent New Governor Induction session and reported it to be helpful and informative. They also commented on the opportunity to meet new Governors from local schools.
- 13.2 Marion advised that she attended an Exclusions Panel training session on 14<sup>th</sup> March 2018.
- 13.3 Jude and James advised that they attended the LA Safeguarding training session on 15<sup>th</sup> March 2018.
- 13.4 Rachel agreed to undertake the role of Training Link Governor to record all details of Governor training. The Clerk advised that attendance at INSET days and relevant workplace training should also be recorded. **Action: Jude to forward the Governing Training spreadsheet to Rachel**

### 14 Dates for Governing Body meetings for 2017/18


- 14.1 The Vice Chair advised that the SBM hopes to have the proposed budget for 2018/19 ready to present at the April meeting; if this is not possible then an additional FGB meeting may be required.
- 14.2 Governors agreed the date and time of the next meeting as:
- Tuesday 24 April 2018 at 6:30pm
  - Tuesday 12 June 2018 at 6:30pm
  - Thursday 12 July 2018 at 6:30pm

### 15 Any other business

- 15.1 A Governor asked about emergency procedures In light of recent bomb threat emails sent to schools; the Headteacher provided a verbal update of the procedure and advice received from the LA and London Grid for Learning. A Governor asked about staff awareness of emergency procedures; the Headteacher advised that staff have received the Emergency policy and procedure and a staff briefing session has been scheduled.
- 15.2 Governors noted the draft Governors Newsletter and provided verbal feedback to David.
- 15.3 David provided a verbal update on his meeting with the Headteacher to discuss ways to market the school.

(Gladys Merceron and Josh Mattocks left the meeting)

Parts 1 and 2 of the meeting ended at 8.30 pm

Signed..........Date 24/4/2018 .....

STUART PARKER, CHAIR