

CAMPSBOURNE SCHOOL GOVERNING BODY

Minutes of Full Governing Body Meeting
Held on Tuesday 27th February 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) * Rachel Roberts (26/02/22) Vacant	LA Governor (1) + James Langley (04/12/21)
Staff Governor (1) * Josh Mattocks (16/10/21)		Headteacher * Jonathan Smith (Ex-officio)
		Associate Member * Gladys Merceron (22/01/19)
Also: Martina Coen (Clerk)		<i>* Denotes Present</i> <i>+Denotes Noted Absence</i>

STUART PARKER IN THE CHAIR.

PART 1

1 Welcome and Apologies for Absence.

- 1.1 Everyone was welcomed to the meeting.
- 1.2 Apologies were noted from James Langley and Jude Pow.

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 23rd January 2018 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 Governor for Literacy to circulate feedback to Governors on the Book Look exercise held on 17th October 2017.**
 - 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 3.1.6 – Outstanding Action: Rachel to liaise with ^{Jude} Kate to discuss possible use of the Apprenticeship Levy**
 - 3.1.5 **Item 3.1.9 – Outstanding Action: Link Governor for H&S to undertake spot checks on the School Emergency Plan in the Spring term**
 - 3.1.6 **Item 3.1.11 – Update: The Headteacher distributed details of Campsbourne Governor email accounts. Governors were requested to change their passwords when they first access their account. The accounts will be used for hearings/panels when highly confidential information will be provided to panel members.**
 - 3.1.7 **Item 4.2 – Outstanding Action: Headteacher to check the JustSwim contract to ensure full payment is required unless the pool is unusable**
 - 3.1.8 **Item 4.3 – Update: The Headteacher advised that staff absence in the office had impacted on the collection of school meals income; the staff member has returned and is chasing the payments.**
 - 3.1.9 **Item 4.6 – Outstanding Action: SBM to investigate the underspend in E27 Bought In Professional Services and advise Governors**
 - 3.1.10 **Item 5.2 – Outstanding Action: Chair, Vice-Chair and Elli to reviews SGOSS forms from potential candidates**

3.1.11 **Item 8.7 Outstanding Action: Headteacher to share Pupil Progress review template with Governors**

4 Governing Body membership

4.1 **Co-Opted Vacancies** – The Chair proposed that Rachel Roberts is appointed as a Co-Opted Governor; Governors voted unanimously to appoint Rachel as a Co-Opted Governor. **Action: Rachel to complete an Annual Declaration form**

4.2 **Link Governor roles** – The Chair outlined the current list of Link Governor roles. The Chair advised that the Safeguarding Link Governor may end her term at the end of this year; if any Governor is interested in undertaking the role then they should contact him. In addition to the current roles, the following roles were agreed:

- Assessment of Data – Rachel
- Learning and Teaching - Rachel
- GDPR - Stuart
- Literacy - James
- STEM role - Brij

Action: David advised that he has compiled a full list of Link Governor roles and will circulate to Governors

4.3 **BME Link Governor** – The Clerk advised that the LA has requested that a BME Link Governor is appointed to raise Governors' awareness of the need to improve outcomes for BME pupils in Haringey, especially for Black Caribbean pupils. The Headteacher advised that the key group is a small cohort at Campsbourne. Governors agreed that the Link Governor for Pupil Premium will also cover BME. The Headteacher advised that he plans to attend the BME conference and will provide feedback to the Link Governor for Pupil Premium.

5 Chair's Items

5.1 Governors were requested to submit any queries regarding meeting papers in advance of the meeting date.

(Elli Jones joined the meeting at 6.35pm)

6 Headteacher's Items

6.1 **Headteacher's report** – Governors noted the Headteacher's report. Governors noted the responses to queries that had been emailed in advance of the meeting. A Governor asked about funding for pupils with additional needs; the Headteacher explained the funding for pupils with needs but without Education, Health and Care Plans (EHCP).

6.1.1 A Governor requested that the Area of Need table is developed to include gender and year group to assist with the identification of any patterns/trends. **Action: Headteacher to develop the Area of Need table to include gender and year group**

6.1.2 Governors noted the data reports that were circulated with the Headteacher's report. A Governor asked about the inclusion of a summary of current data; the Headteacher outlined the cycle of data and assessment system, the system requires four pupil assessments per year to securely identify any key trends. Governors discussed the cycle for presenting data to FGB meetings. The Headteacher outlined the use of Pupil Progress meetings and ongoing reviews (not just data reviews). A Governor asked if progress data is on track; the Headteacher confirmed it is. A Governor asked if a date could be agreed for an in-depth review of data; Brij, Elli, Rachel and Gladys asked to attend the data review also. **Action: Headteacher to liaise with Brij, Elli, Rachel and Gladys to schedule a Data session**

6.1.3 A Governor asked about the requirements for the Wireless Network; the Headteacher outlined the recent discussions regarding the requirements for the Wireless Network.

- 6.1.4 A Governor asked about the use of Red Slips as part of Behaviour management; the Headteacher outlined the process. A Governor asked about the high number of Behaviour incidents in Year 2; the Headteacher advised that the majority of those incidents are caused by one pupil. A Governor asked if that pupil has additional needs; the Headteacher advised that the pupil does not have any identified needs and outlined the support being provided by the Learning Mentor to the child's mother.
- 6.1.5 A Governor asked about Children in Need; the Headteacher explained the different categories, advised that there would be serious concerns for CIN pupils and collaborative support is provided to CIN families.
- 6.1.6 Governors noted the Quality of Teaching table and the Headteacher explained the categories. A Governor asked about the Quality of Teaching judgements; the Headteacher outlined the process for making the judgements including Observations, book looks, and assessment data. The Headteacher outlined the role of the Lead Practitioner in supporting teachers. A Governor asked if the NQT's were included in the process; the Headteacher confirmed they are.
- 6.2 School Development Plan (SDP) – The Headteacher advised that he is in the process of updating the Teaching and Learning session within the SDP. Governors noted the comments and updated sections. The Headteacher advised that he expects the 2018/19 SDP to be more focused and concise as many programmes and actions are embedding. As suggested by OFSTED there will be separate Self Evaluation Forms (SEF) for the Infant and Junior school. A Governor asked about the development of the 2018/19 budget; the Headteacher advised that the budget will be developed in line with the review of the SEF. The Headteacher advised that the current level of staff expenditure is in line with the benchmarking level.

7 General Data Protection Regulation (GDPR)

- 7.1 The Headteacher advised that there was a recent GDPR session held at the school; the Chair and Elli also attended the session and reported it to be very helpful.
- 7.2 Governors were advised that the Networked Learning Community (NLC) has approached Judicium to discuss a package for support multiple schools for the implementation process and first year. An audit will be undertaken to assess the current arrangements.
- 7.3 A Governor asked about the responsibilities of Governors. Governors discussed secure management of their personal email accounts and papers. Governors discussed the new Governor Campsbourne email accounts which will be used for confidential papers such as Hearings. **Action: Brij to investigate a secure online facility for meeting papers**
- 7.4 Governors discussed the importance of maintenance of security arrangements such as backup systems and firewalls.

8 Policy Reviews

- 8.1 Disposal of Assets policy – The Headteacher outlined the process for destroying hard-drives prior to the disposal of computers. A Governor asked if the agent that destroys the equipment is an accredited agent; the Headteacher confirmed it is. A Governor asked if any items were sold rather than destroyed; the Headteacher advised the equipment is obsolete and destroyed. Governors voted unanimously to agree the policy.
- 8.2 Anti-Bullying policy – Governors reviewed the policy. A Governor suggested a minor amendment to align the policy with the School Values; Governors agreed the suggestion. Subject to the amendment, Governors voted unanimously to agree the policy.
- 8.3 Campsbourne Home School Agreement – A Governor asked about the purpose of the agreement; the Headteacher outlined the development and use of the agreement.

Governors provided positive feedback on the document. Governors voted unanimously to agree the policy.

- 8.4 Learning and Teaching policy – The Headteacher advised that this is a new policy. The Chair provided feedback on the policy. A Governor suggested a minor amendment to align some of the information to the Teachers' Standards document; Governors agreed the suggestion. Subject to the amendment, Governors voted unanimously to agree the policy.
- 8.5 Managing Allegations against other children policy – The Headteacher advised that this is the annual review of this policy. Governors voted unanimously to agree the policy.
- 8.6 Observations policy – The Headteacher advised that this is the annual review of this policy. Governors voted unanimously to agree the policy.
- 8.7 Online Safety policy – The Headteacher advised that this is the annual review of this policy. Governors voted unanimously to agree the policy.
- 8.8 Statutory Charges policy – A Governor suggested parents need to be aware there is an option of a payment plan for large items such as Pendarren; the Headteacher advised he will liaise with the office to ensure parents are aware of the option. Governors voted unanimously to agree the policy.
- 8.9 Statutory Complaints policy – The Headteacher advised that this policy is based on the LA model policy. A Governor suggested a minor amendment to clarify the wording to "term time days" and remove the reference in 10.1 of "other publications"; Governors agreed the suggestions. Subject to the amendment, Governors voted unanimously to agree the policy.
- 8.10 Statutory Governors Allowances – The Headteacher advised that this is the annual review of this policy. Governors voted unanimously to agree the policy.
- 8.11 Statutory Health & Safety policy – The Headteacher advised that a section on Legionella has been added to the policy. Governors voted unanimously to agree the policy.
- 8.12 Statutory Relationships and Sex Education policy – The Headteacher advised that this is the annual review of this policy. Governors voted unanimously to agree the policy. The Headteacher advised that staff training on this matter is delivered by Cambridge.

9 Health & Safety

- 9.1 Pool Audit – Governors noted the Pool Audit report and actions. The Headteacher advised that he has requested JustSwim sign another contract for the pool for record purposes. Governors discussed ownership of the Pool Audit and liability for the required actions; the Headteacher advised that the school is liable for the identified actions. The Headteacher outlined the budget allowance for swimming in Years 1 and 2; a lifeguard is required to be present which the teacher is in the pool. The Headteacher outlined the current management of the pool and consideration of a proposed role of pool operative/lifeguard. Governors discussed the current arrangements. The Headteacher advised that a new pool liner was installed during the half term break and the pool will be inspected as part of the LA Property Audit. A Governor suggested Section 106 funds from the LA could be used to improve the facility. **Action: Chair to investigate access to Section 106 funds from the LA**
- 9.2 Health & Safety report – Governors noted the latest report from Judicium.

10 Sports Premium

- 10.1 Governors agreed to defer this item to the next meeting. **Action: Clerk to ensure the item is added to the agenda for the next meeting**

11 Lettings

- 11.1 Sports Club – Governors reviewed the email from a fitness group requesting exclusive use of the MUGA, Gym and Upper Playground for 4-10 weekly sessions outside school hours. The Headteacher outlined the current use of those spaces by after

school clubs. Governors considered the proposal and payment. Governors discussed the impact of the proposal upon after school clubs particularly in the Summer term. Governors discussed the fees for the areas as outlined in the Lettings policy. Governors discussed if there are any benefits from the proposal to Campsbourne pupils. Governor agreed that the proposal cannot be agreed due to the impact on after school activities. **Action: Headteacher to respond to the request and supply the Lettings policy which outlines fees**

- 11.2 Farmers Market – Governors reviewed the proposal from the Farmers Market to increase the number of stalls and use the second playground. Governors requested that the Farmers Market complete a full Risk Assessment prior to their use of the Upper Playground. Governors agreed the request.

12 School Newsletter

- 12.1 The Headteacher advised that he plans to email future editions of the school newsletter to families with a small number of printed versions available outside the office. Governors agreed that parents should receive a message containing a link to the newsletter on the school website; this should increase parental use of the school website.
- 12.2 The Headteacher outlined the involvement of members of staff in preparing the newsletter which has improved the efficiency of the process.

13 Governor Visits

- 13.1 Governors noted the feedback form from Marion's recent visit to the school.
- 13.2 David advised that he plans to visit the school on 12th March as part of his Pupil Premium Link Governor role. **Action: Elli to forward the Governor Visit Feedback form to David**
- 13.3 A Governor requested that the table of Link Governor roles is updated to include the key staff contact for that area. **Action: Headteacher to add staff contact details to the Link Governor table**

14 Governor Training

- 14.1 Rachel advised that she attended the recent New Curriculum and Data Assessment training session.
- 14.2 Marion advised that she attended a recent SEN training session.
- 14.3 The Chair reminded Governors of the requirement to complete the online Safeguarding course. **Action: All Governors to complete online Safeguarding training**

15 Dates for Governing Body meetings for 2017/18

- 15.1 Governors agreed the date and time of the next meeting as:
- Tuesday 20 March 2018 at 6:30pm
 - Tuesday 24 April 2018 at 6:30pm
 - Tuesday 12 June 2018 at 6:30pm
 - Thursday 12 July 2018 at 6:30pm

16 Any other business

- 16.1 A Governor asked for feedback from the recent parental meeting on School Lunches; the Headteacher advised that, effective, after Easter Holidays, pupils will receive the full lunch option (i.e. spaghetti bolognese not just plain pasta). Governors discussed the provision of a full balanced meal. Assemblies will be held to inform pupils.

(Gladys Merceron and Josh Mattocks left the meeting)

Parts 1 and 2 of the meeting ended at 8.20 pm

 20/3/2018