

CAMPSBOURNE SCHOOL GOVERNING BODY

Minutes of Full Governing Body Meeting
Held on Tuesday 24th April 2018, at 6.30 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)
		Headteacher * Jonathan Smith (Ex-officio)
Staff Governor (1) *Josh Mattocks (16/10/21)		Associate Member * Gladys Merceron (22/01/19)
Also: Martina Coen (Clerk)		* 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.
- 1.2 Apologies were noted from 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 20th March 2018 were agreed as an accurate record, subject to minor corrections at 3.3 and 12.4, and the Chair duly signed them.
 - 3.1.1 **Matters arising/outstanding**
 - 3.1.2 Item 5.1.2 – Jude and Rachel provided a verbal update on research concerning use of the Apprenticeship Levy.
 - 3.1.3 Item 5.1.3 – The Headteacher advised that a small working group has been formed comprising key people such as the Headteacher, H&S Link Governor and Site Manager. The group will share H&S responsibilities, raise awareness of H&S actions and monitor actions from the H&S audit. The group will undertake a spot check on the School Emergency Plan.
 - 3.1.4 Item 5.1.5 – The Chair provided a verbal update advising that he has spoken with local political candidates regarding possible access to Section 106 monies. Governors discussed the forthcoming local elections. **Action: Chair to contact local councillor after the elections**
 - 3.1.5 Item 5.1.7 – **Outstanding Action: All Governors to complete online Safeguarding training**

4 Governing Body membership

- 4.1 Co-Opted Vacancies – Governors noted the current vacancy. The Chair provided a verbal update on recent actions taken to recruit to the vacancy.
- 4.2 Safeguarding Link Governor – The Chair advised that Jude plans to leave the Governing Body at the end of this term and a replacement Safeguarding Link Governor will need to be appointed. Governors discussed the role. James volunteered to

undertake the role and meet with Jude. **Action: James to meet with Jude and Headteacher to discuss the Safeguarding Link Governor role**

5 Chair's Items

- 5.1 The Chair advised that he had no items.

6 Headteacher's Items

- 6.1 Governors noted the queries that were submitted via email prior to the meeting and the Headteacher's responses to the queries. The Headteacher advised that he will attach a printed copy of the email queries to the minutes of the meeting.
- 6.2 Headteacher's report – Governors noted the Headteacher's report.
- 6.2.1 A Governor asked about progress of Education, Health & Care Plan (EHCP) applications; the Headteacher outlined the application process and advised that a number of applications have been submitted however the outcomes have not yet been received.
- 6.2.2 A Governor asked about Staff Attendance data; the Headteacher advised that one staff member has been on long-term sickness absence for a scheduled treatment. A second staff member has been absent and is awaiting medical appointments for treatment. Both cases are being managed in line with the Sickness Absence procedure. Victoria has been inputting absence onto the Integrus system which will ensure proper monitoring of absence; the system will produce accurate absence data and the Headteacher can run reports to identify cases requiring action. The Headteacher advised that if an accident at work causes absence then the absence is covered internally and the staff member continues to receive pay.
- 6.2.3 A Governor asked about staff training and staff meetings; the Headteacher advised of the scheduling of staff training for the forthcoming year.
- 6.2.4 A Governor asked about "sterile decorating" in the Office/Reception area; the Headteacher advised that it refers to the use of non-flammable materials to decorate the area as it is a fire access area. The Headteacher outlined plans to have non-flammable wall displays. Fire resistant shutters which are triggered by the fire alarm will also be installed in the area.
- 6.2.5 2018/19 term dates – Governors reviewed the proposed term dates for 2018/19, the Headteacher advised that they are the LA published term dates. The Headteacher outlined the planned use of INSET days and twilight training/coaching sessions; staff have agreed to the schedule of sessions. Governors voted unanimously to agree the 2018/19 term dates.
- 6.3 Self-Evaluation Form (SEF) – Governors noted the current version of the Infant and Junior SEFs. The Headteacher advised that the Teaching & Learning and Personal Development & Behaviour sections have been updated – data will be added at the start of the next academic year.
- 6.4 School Development Plan (SDP) – Governors noted the draft SDP. The Headteacher advised that he will present a more detailed update to the June Governing Body meeting. Governors thanked the Headteacher for producing the helpful Plan on a Page document that provides a clear, concise overview of the SDP. Governors discussed links between the actions and school vision and aims. **Action: Governors to review the school vision and aims and identify links with the actions in Plan on a Page**
- 6.5 Data reports – Governors noted the recent data reports. The Headteacher advised that data working group will meet this month and review the current data.
- 6.6 Budget – The Headteacher outlined the budget development process. Governors noted the 5 year Premises Development Plan.
- 6.6.1 The Headteacher outlined key projects for the forthcoming year to be funded from the previous year surplus. The Headteacher advised of Capital works including the Office area.

6.6.2 The Headteacher outlined plans to purchase furniture and resources for the Reception area to encourage child-led learning; the Headteacher has visited Coleridge to view their child-led learning practices, outlined the programme and provided positive feedback. The furniture and resources to support child-led learning would cost approximately £20,000. A Governor asked about the Early Years curriculum; the Headteacher outlined the Early Years Framework and advised that there is a mix of whole class sessions and focus groups. The Headteacher has scheduled a meeting with Early Excellence, a child-led learning resource provider. A Governor asked about teacher training for child-led learning; the Headteacher outlined teacher training.

6.6.3 A Governor asked about the commitments agreed at the Governing Body meeting on 14th December 2017; the Headteacher outlined the review of the committed items as part of the budget review process and advised that the items are reviewed to ensure they align with the SDP priorities. Current estimations for the committed projects are:

Sensory Room	£20,000
Outdoor Reception space	£18,000
MUGA resurfacing	£24,000
Outdoor Nursery space	£30,000

6.6.4 Governors discussed the impact of the projects upon pupils and their learning experiences. A Governor asked if there is any H&S risk with the current MUGA surface; the Headteacher advised that there is currently no risk and the surface is in satisfactory condition but is beginning to wear.

6.6.5 Governors discussed HSA support and fundraising contributions.

6.6.6 Governors discussed the importance of aligning the projects to the school vision, aims and impact on pupils.

6.6.7 Governors agreed to hold an additional Governing Body meeting on 17th May 2018 to review the proposed 2018/19 budget.

7 General Data Protection Regulation (GDPR)

7.1 The Headteacher advised that the school has purchased a 2-year Service Level Agreement (SLA) with Judicium as part of the Networked Learning Community (NLC) group purchase. The Headteacher has started to receive documents from Judicium and will organise the data protection audit.

8 Policies

8.1 Food policy – Governors reviewed the policy. The Headteacher outlined the development of the policy. The Headteacher provided verbal feedback from the recent meeting with parents regarding pupil meal choices at lunchtime; pupils will no longer be able to choose part of meal options but will receive the full meal option. There are 3 meal options available each lunch time. A Governor asked if meal portions are controlled; the Headteacher advised that all pupil portions are equal. Governors discussed consideration of parents choosing pupil meal options in advance online. The Headteacher advised that a parent with a nutrition background will meet the school nutritionist to review the current meal provision. Governors discussed the food provided at the Breakfast and After School clubs. The Headteacher advised that the dining tables have been serviced and are now easier to use. Governors voted unanimously to approve the policy.

8.2 Computing policy – Governors agreed to defer this item to the June Governing Body meeting. **Action Clerk to add item to agenda for June Governing Body meeting**

8.3 Extend School policy – Governors agreed to defer this item to the June Governing Body meeting. **Action Clerk to add item to agenda for June Governing Body meeting**

9 Health & Safety

- 9.1 Governors noted the creation of the new H&S working group that will monitor the H&S audit and action plan as well as raise H&S awareness around the school.

10 Sports Premium

- 10.1 The Headteacher outlined the use of the current provision and recent staffing changes.
- 10.2 The Headteacher outlined the proposed use of the funding to train staff to deliver P.E. lessons with Planning, Preparation and Assessment (PPA) time covered by the Art and Music teachers. The Headteacher advised that he plans to liaise with Kim Henderson.
Action: Revised Sports Premium action plan to be presented to Governors for approval

11 Marketing and Communication

- 11.1 Governors were advised that David and James met with the Headteacher today to discuss key areas and agreed that communication with prospective and current parents will be the first focus area.
- 11.2 The meeting discussed development of a new school prospectus and agreed that this is currently not required. The Headteacher advised that there is currently a small waiting list for the Reception intake in September 2018. Governors discussed the importance of the school website and sharing of positive feedback from current parents. Governors discussed the promotion of school resources such as Forest School in areas near the swimming pool so that external families using the pool can view them.
- 11.3 Governors discussed the importance of the School tour and discussed scheduled improvement to premises. The Headteacher outlined progress on obtaining quotes for the works.
- 11.4 Governors discussed communication with current parents to celebrate achievements and increase promotion of Campsbourne.

12 Governor Visits

- 12.1 The Chair requested that Governors schedule their visits to the school for the Summer term. **Action: Governors to schedule their visits to the schools for the Summer term**

13 Governor Training

- 13.1 Gladys advised that she attend a recent PREVENT training session.
- 13.2 Governors discussed a whole Governing Body training session and agreed that the topic should be Early Years. **Action: Chair to liaise with Governor Services to schedule a whole Governing Body training session**
- 13.3 Governors discussed the annual Governors Awayday session. **Action: Chair to liaise with Headteacher to agree the timing of the session and topic**

14 Dates for Governing Body meetings for 2017/18

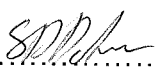
- 14.1 Governors agreed the date and time of the next meeting as:
- Thursday 17th May 2018 at 6:30pm (Budget)
 - Tuesday 12 June 2018 at 6:30pm
 - Thursday 12 July 2018 at 6:30pm

15 Any other business

- 15.1 There were no items.

(Gladys Merceron and Josh Mattocks left the meeting)

Parts 1 and 2 of the meeting ended at 8.25 pm

Signed..........Date12/7/2018.....
STUART PARKER, CHAIR