

# CAMPSBOURNE SCHOOL GOVERNING BODY

**Minutes of Full Governing Body Meeting**  
**Held on Thursday 12<sup>th</sup> July 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>Staff Governor (1)</b> * Josh Mattocks (16/10/21)		<b>Associate Member</b> * Gladys Merceron (22/01/19)
<b>Also:</b> 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. There were no apologies.

### 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 meetings and matters arising

3.1 The minutes of the Governing Body meeting held on 24<sup>th</sup> April 2018 were agreed as an accurate record and the Chair duly signed them. Matters Arising:

3.1.1 Item 3.1.4 - The Chair provided a verbal update advising that he has spoken with local political candidates regarding possible access to Section 106 monies.

3.1.2 Item 3.1.5 – **Outstanding Action: All Governors to complete online Safeguarding training**

3.1.3 Item 4.2 – **Outstanding Action: James to meet with Jude and Headteacher to discuss the Safeguarding Link Governor role**

3.1.4 Item 13.2 – **Outstanding Action: Chair to liaise with Governor Services to schedule a whole Governing Body training session**

3.1.5 Item 13.3 – **Outstanding Action: Chair to liaise with Headteacher to agree the timing of the session and topic**

3.2 The minutes of the Governing Body meeting held on 17<sup>th</sup> May 2018 were agreed as an accurate record and the Chair duly signed them. Matters Arising:

3.2.1 Item 4.3 – The Headteacher provided a verbal update and advised that the school is accessing all available LA funding.

3.2.2 Item 4.4 – The Vice-Chair provided a verbal update on benchmarking.

3.3 The minutes of the Governing Body meeting held on 12<sup>th</sup> June 2018 were agreed as an accurate record and the Chair duly signed them. Matters arising:

3.3.1 Item 7.3 – The Headteacher provided a verbal update advising that the additional consent form has been removed from the Forest School Handbook.

3.3.2 Item 7.6 – **Outstanding Action: Headteacher to share the fasting policy with Gladys and ask for comments**

3.4 The minutes of the Governing Body meeting held on 14<sup>th</sup> June 2018 were agreed as an accurate record and the Chair duly signed them. There were no matters arising.

#### **4 Governing Body membership**

- 4.1 Co-Opted Vacancies – The Chair advised Governors that several parents have expressed an interest in joining the Governing Body. Governors discussed movement and agreed that Marion should be appointed as a Co-Opted Governor in September which will leave a Parent Governor vacancy; an election will be held at the start of the new academic year. The Chair advised that Jude has submitted her resignation effective from the end of the Summer term and will be appointed as an Associate Member due to her H.R. knowledge. Governors discussed the remaining Co-Opted Governor vacancy.
- 4.2 Link Governor roles - Governors discussed the Link Governor Finance role and agreed that financial monitoring should be shared by several Governors. The Headteacher reminded Governors of the importance of commitment to Link Governor roles; this includes visits to the schools and meetings with their counterparts. Governors discussed development of a timetable of visits across the school year. **Action: Chair and Vice Chair to liaise with Link Governors regarding their current roles**

#### **5 Chair's Items**

- 5.1 The Chair advised that he does not plan to stand for re-election as Chair next year. Governors discussed succession planning.
- 5.2 Forest School – The Chair commented on the excellent provision and success of the programme this year. Governors discussed positive verbal feedback from parents and pupils. The Headteacher outlined the staff leading the programme across each phase. The Chair asked the Headteacher if there would be a report featuring staff and parent feedback, any issues identified, parental involvement and areas for development. The Headteacher provided a verbal update on the review of the programme and areas identified for development.
- 5.3 Finance report – Governors noted the Finance report for June 18. The Link Governor for Finance advised that she has reviewed the Quarter 1 submission and provided verbal feedback.
- 5.4 Plan on a Page – Governors thanked David for his additions and commented positively on the useful document. David outlined the work which aligns the SDP priorities to the school's aims; Governors can use the document to evidence that the SDP and priorities are supporting the school's aims.

#### **6 Headteacher's Items**

- 6.1 Headteacher's report - Governors noted that the Headteacher's report. Governors noted the queries and responses that were circulated via email prior to the meeting.
- 6.1.1 The Headteacher advised of a review of the Observations process. The Headteacher outlined the historical use of termly one-hour Observations as part of Performance Management (PM). SLT has reviewed the process and plan to move to a coaching system with the three Phase Leaders released for one day each week to support teachers with observations, marking, feedback reflection and coaching. Twilight sessions will be used to introduce the new model. The new system will feed into the PM process and meetings. Higher Level Teaching Assistants (HLTAs) will cover classes so teachers can be released to receive coaching and feedback. Key areas will be identified from data and coaching will focus on these areas. The aim of the programme is to develop a professional dialogue. SLT will cover Monitoring as part of half-termly Learning Walks; each Learning Walk will focus on a topic in the year group and ensure key items are in place such as resources. SLT has agreed the new programme which will be introduced to staff in September. A Governor asked if the new system would mean more-able pupils are at risk of coasting; the Headteacher advised that data would be analysed and key groups targeted. Ability and prior attainment will be regularly reviewed. A Governor asked if there are sufficient

teachers to offer coaching; the Headteacher advised Tracy and the three Phase Leaders will provide coaching. A Governor asked if the Phase Leaders will receive training to provide coaching; the Headteacher outlined the training and courses for the Phase Leaders. A Governor asked who decides the focus of coaching; the Headteacher advised that half-termly Pupil Progress meetings will identify the focus areas and will alternate between Data Reviews and SEN reviews. Leadership meetings will receive verbal feedback on Teaching and Learning from the SLT and the Phase Leaders. A Governor asked if the new system would impact on the Performance Management policy or Pay policy; the Headteacher advised that the new system meets all requirements therefore there is no impact on either policy. A Governor commented positively on the new system to provide additional support to NQTs. The Staff Governor provided positive verbal feedback on the new system to provide feedback, support and coaching. A Governor asked if other schools use similar coaching models; the Headteacher advised that some local schools use similar coaching models.

- 6.1.2 The Headteacher provided a verbal update on Haringey Education Partnership (HEP). Governors discussed the possibility of purchasing an independent school review. **Action: Headteacher to email Heulwen regarding support for the Headteacher's Performance Review**
- 6.1.3 Governors noted the INSET training on Safeguarding, PREVENT and Keeping Children Safe in 2018.
- 6.1.4 Governors noted the latest Attendance and Admissions data.
- 6.1.5 Governors noted the Staffing section. The Headteacher outlined the recent issue regarding some staff receiving a P45 at the end of the financial year rather than a P60; this was due to a change in the school's payroll provider and the LA has confirmed continuous service has not been affected.
- 6.2 Self Evaluation Form (SEF) – The Headteacher advised that there has been no substantial change to the SEF since the April FGB meeting. Governors noted the template for the new SEF. A Governor requested tracked changes are used when reviewing the SEF and SDP to ensure Governors are clear about changes/updates; the changes can then be accepted after the FGB meeting.
- 6.3 School Development Plan (SDP) – The Headteacher advised that some Governors may wish to spot check items and actions within the SDP. The Headteacher outlined the review of the SDP to align it with the budget timetable and data. The plan will be updated with data and outcomes and presented at the next FGB. **Action: SDP to be presented for approval at September FGB meeting**
- 6.4 Amendment to Pay Policy appendix – The Headteacher advised that a criteria for Upper Pay Scale applications has been developed to provide clarity. **Action: Amended Pay policy appendix to be circulated and approved at September FGB meeting**

## 7 General Data Protection Regulation (GDPR)

- 7.1 The Headteacher advised that Judicium attended the school to undertake a GDPR audit; no issues were identified.

## 8 Policies

- 8.1 Governors noted that the following policies had been reviewed at the meeting held on 12<sup>th</sup> June 2018 and voted unanimously to approve them:

Asbestos Management policy	Educational Visits Policy	Managing Contractors Policy
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Attendance Policy	Electronic Info and Communications Policy	Manual Handling Policy
Behaviour Policy	Extend School Policy	Missing Children and Collection Policy
Computing Policy	Fasting Policy	Placement of Children outside their Chronological Year Group
Control of Infection Policy	Forest School Handbook	Policy and Procedure for Checking the Identity of Visitors
Control of Legionella Bacteria Policy	Grievance Policy	Sickness Absence Management Procedure Final
Data Breach Policy	Letting School Policy	Social Media Policy

- 8.2 Annual and Special Leave policy – Governors voted unanimously to approve the policy.
- 8.3 CCTV policy – Governors voted unanimously to approve the policy.
- 8.4 Computing policy – Governors voted unanimously to approve the policy.
- 8.5 Finance policy – A Governor asked about the item relating to the number of required quotes; the Headteacher advised that the policy is based on the LA model. Governors noted that spot checks on petty cash and payroll should be undertaken regularly. Subject to the confirmation of permitted amendments, Governors voted unanimously to approve the policy. **Action: Headteacher to liaise with Elizabeth to clarify if the amendments can be made to the policy**
- 8.6 First Aid policy – Governors voted unanimously to approve the policy.
- 8.7 Flexible working policy – Governors voted unanimously to approve the policy.
- 8.8 Freedom of Information publication – The Headteacher advised that he has submitted the policy to Judicium to ensure it is GDPR compliant. Subject to the confirmation of GDPR compliance, Governors voted unanimously to approve the policy.
- 8.9 Information Security policy – Governors voted unanimously to approve the policy.
- 8.10 Staff Handbook – Governors voted unanimously to approve the policy.
- 8.11 Wellbeing policy – Governors voted unanimously to approve the policy.
- 8.12 Whistleblowing policy – Governors voted unanimously to approve the policy.

## 9 Health & Safety

- 9.1 The Link Governor for Health & Safety (H&S) provided a verbal update advising that the working group plan to meet tomorrow. The Link Governor completed a Premises Walk with the Site Manager; no issues were identified. **Action: Governor Feedback form to be completed for Premises Walk**
- 9.2 Fire Risk Assessment – Governors noted the report. The Headteacher advised that many of the items will be completed as part of the LA Programme of Works. The Headteacher provided a verbal update on discussions with the LA and scheduling of the works. The Headteacher advised of the planned works to the Reception Area to create a 'sterile' area and install fire shutters.

## 10 Pupil Premium and Sports Premium

- 10.1 Sports Premium Action Plan – The Headteacher advised that the action plan was amended mid-year following staff changes; Governors were asked to review the plan on the school website and submit any queries. The Headteacher outlined the development of the plan and advised that the plan used the model provided by the Association of Physical Education (AfPE). **Action: Revised 2017/18 Sports Premium Action Plan to be approved at FGB meeting in September**
- 10.2 Pupil Premium – The Headteacher advised that the Pupil Premium (PP) Action plan will be reviewed once the final data is received and analysed. The new plan will be developed and presented to Governors in the Autumn term. **Action: Review of 2017/18 PP Action Plan and approval of 2018/19 Action Plan to be added to annual planner for Autumn term**

## **11 Marketing and Communications**

- 11.1 Governors noted the feedback report from the working group. David provided verbal feedback from the meeting. Governors discussed the next steps and agreed that current parents should be encouraged to share positive feedback and positive items need to be communicated by the school. Governors discussed communications with parents/carers and methods used to share information such as the newsletter and joint letter from Chair and Headteacher. Governors discussed ways to engage with families that have moved into the local area such as liaising with local estate agents. David advised that the working group plans to meet in the Autumn term. **Action: Governors to share any comments or ideas with David**

## **12 Governors' Visits**

- 12.1 Elli advised that she visited the school as part of her role as Link Governor for Early Years on 7<sup>th</sup> June 2018. Elli provided positive verbal feedback from her visit advising that she spoke about child led learning and a new EY tracking programme. A visit will be planned in September to view the new resources in the Reception classrooms to support child led learning.
- 12.2 Marion advised that she visited the school as part of her role as Link Governor for SEN on 28<sup>th</sup> June 2018. Marion advised that she met with the Inclusion Lead, saw interventions (both group sessions and individual) and met with SEN pupils. Marion reported the visit to be very positive. A visit will be planned in the Autumn term to view more interventions.
- 12.3 James advised that he has scheduled a visit for 13<sup>th</sup> July 2018 as part of his role as Link Governor for Literacy.
- 12.4 Jude advised that she will attend the school on 13<sup>th</sup> July 2018 to meet with James to handover the Link Governor for Safeguarding role and undertake the Single Central Register (SCR) check.

## **13 Governor Training**

- 13.1 Elli advised that she attended a training course on 5<sup>th</sup> July 2018 and will send details to Rachel for recording.

(Brij Sharma left the meeting at 8.15 pm)

## **14 Dates for Governing Body meetings for 2018/19**

- 14.1 The Chair asked for feedback from Governors on the current structure of the Governing Body; with ten monthly FGB meetings and no committees. Governors provided positive feedback on the current structure and agreed that it should continue in 2018/19. The annual work plan will be updated to include key dates such as data drops.
- 14.2 The Chair advised that he has circulated draft meeting dates to Governors for availability; 2018/19 meeting dates will be agreed at the Governing Body meeting in September. Governors agreed the date and time of the next meeting as:
- Wednesday 12th September 2018

## **15 Any other business**

- 15.1 Governors' Awayday – **Action: Chair and Vice Chair to liaise with Headteacher to discuss the timing of the meeting**
- 15.2 Data Sheet – Governors noted the Governors' Assessment Data Sheet and commented on the positive results. Governors noted that KS1 and KS2 data is higher than in recent years. The Chair recorded this thanks to the Headteacher, SLT and all staff for their work and support. Governors discussed the reasons for the improved scores such as different ability of cohorts, stability of staffing and introduction of new

programmes and interventions. A Governor asked if the results will be compared to local schools; the Headteacher advised that data is compared to the LA and National level, the Analyse School Performance (ASP) programme may be able to perform local comparisons. **Action: Data working group to review data further**

(Josh Mattocks and Gladys Merceron left the meeting)

Parts 1 and 2 of the meeting ended at 8.35 pm

Signed.....



Date .....

19/9/18

STUART PARKER, CHAIR