

CAMPSBOURNE SCHOOL GOVERNING BODY



Minutes of Full Governing Body Meeting
Held on Wednesday 19th September 2018, at 6.30 pm at the School

Parent Governors (2) * Marion Groshong (23/11/19) Vacant	Co-Opted Governors (7) * David Libbert (14/09/20) * Stuart Parker (14/09/20) * James Barten (07/12/20) + Brij Sharma (13/09/21) + Rachel Roberts (26/02/22) * Eleanor Jones (18/09/22) Chair 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) + Judith Pow (18/09/19)
Also: Martina Coen (Clerk)		* Denotes Present + Denotes Noted Absence

PART 1

1 Welcome and Apologies for Absence.

- 1.1 Everyone was welcomed to the meeting. Apologies were noted from Jim Barten, Jude Pow and Rachel Roberts.

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

- 2.1 There were no declarations.

3 Election of Chair and Vice-Chair

- 3.1 Term of office for Chair and Vice-Chair – Governors discussed and agreed the terms of office for Chair and Vice-Chair as one year.
- 3.2 Election of Chair – The Clerk asked for nominations for Chair of the Governing Body. Stuart Parker nominated Elli Jones; this was seconded by Marion Groshong. There were no other nominations. Governors voted unanimously to appoint Elli as Chair.
- 3.3 Election of Vice-Chair – The Clerk asked for nominations for Vice-Chair of the Governing Body. Stuart Parker nominated Brij Sharma; this was seconded by Elli Jones. There were no other nominations. Governors voted unanimously to appoint Brij as Vice-Chair.

ELEANOR JONES IN THE CHAIR

4 Annual declaration of business interest

- 4.1 Governors were asked to complete their annual declaration form. All completed forms are retained by the school. The Clerk advised of the requirement to include Governor's details on the school website and Edubase. Governors were reminded that they must submit a new form if any circumstances change. **Action: Jim, Jude and Rachel to complete an annual declaration form**

5 Governing Body membership

- 5.1 Co-Opted Vacancies – The Chair advised Governors that Jude Pow has submitted her resignation effectively immediately. Governors discussed succession planning. Governors voted unanimously to appoint elect Elli Jones as an Co-Opted Governor. Governors noted the remaining vacancy and were advised that SGOSS has supplied



details of some possible candidates. **Action: Chair to liaise with Stuart to review SGOSS candidates**

- 5.2 Associate Member – Governors voted unanimously to appoint Jude Pow as an Associate Member.
- 5.3 Parent Governor – Governors noted the vacancy. **Action: Parent Governor Vacancy to be advertised in newsletter and election organised**
- 5.4 Link Governor roles – Stuart agreed to undertake the Finance Link Governor role. Governors agreed a Skills Audit should be undertaken to be undertaken. **Action: Stuart to circulate Skills Audit forms and complete analysis of results**
- 5.5 Headteacher Performance Review – Governors were advised that the panel members are Marion, Elli and Stuart with support from Jude. **Action: Headteacher to liaise with panel regarding external advisor details and dates**
- 5.6 Pay Committee – Governors were advised that the committee members are David, Brij and Stuart. A tentative meeting is scheduled for 31st October 2018.

6 Governor Role Profile and Code of Conduct

- 6.1 Governors reviewed and agreed to adopt the Role Profile and Code of Conduct. Governors agreed the commitment statement should read: *At our school we expect all governors to read papers in advance of meetings, undertake a Link Governor role, to make an arranged visit during the school day at least once a year and attend one governor training session.*

7 Minutes of the previous meetings and matters arising

- 7.1 The minutes of the Governing Body meeting held on 12th July 2018 were agreed as an accurate record and the Chair duly signed them. Matters Arising:
 - 7.1.1 Item 3.1.2 – The Headteacher advised of updates in Safeguarding and advised all Governors should complete the 2018 Safeguarding training. **Action: All Governors to complete online Safeguarding training**
 - 7.1.2 Item 3.1.4 – **Outstanding Action: Chair to liaise with Governor Services to schedule a whole Governing Body training session**
 - 7.1.3 Item 3.3.2 - **Outstanding Action: Headteacher to share the fasting policy with Gladys and ask for comments**
 - 7.1.4 Item 8.5 – **Stuart to liaise with Elizabeth to clarify if the amendments can be made to the Finance policy**
 - 7.1.5 Item 9.1 – **Outstanding Action: Governor Feedback form to be completed for Premises Walk**
 - 7.1.6 Item 11.1 – The Headteacher provided verbal feedback on the current Nursery and Reception intake and in-year admissions.
 - 7.1.7 Item 15.2 – The Headteacher advised that the FGB annual planner will include regular reviews of data and the data working group will meet prior to the next FGB meeting.
 - 7.1.8 Item 18.1 – **Outstanding Action: Chair and Vice Chair to liaise with Headteacher to discuss the timing of the Governors Awayday**

8 Chair's Items

- 8.1 The Chair recorded her thanks to Stuart for his support and commitment during his time as Chair. Josh recorded thanks to Stuart on behalf of all staff.
- 8.2 Annual Planner – The Chair advised that the Annual Planner will be reviewed and a subject focus for each meeting added; focus items to include STEM, Forest School, Sport, Literacy, Behaviour, SEND, Music & Art and Extra-Curricular activities.
- 8.3 External review of Governance – The Chair asked Governors for their thoughts on an external review of Governance at the school. Governors discussed and agreed it would be useful. The Clerk advised that many local schools have used Tim Blanchard to

undertake a review. **Action: Clerk to forward Tim Blanchard's contact details to Chair**

- 8.4 Governors section on school website – The Chair advised that Governors section on the school website will be updated. Governors discussed the school website. **Action: Josh to undertake audit of school website to ensure all statutory information is present and up to date**

9 Headteacher's Items

- 9.1 Self Evaluation Form (SEF) – The Headteacher advised that the SEF is being reviewed and will be updated when the validated data is received at the end of October.
- 9.2 School Development Plan (SDP) – Governors noted the SDP. The Headteacher advised that the updated comments are in red for easy reference. The Headteacher provided a brief explanation of updates to the plan and a scheduled SLT review of the plan. Governors voted unanimously to approve the SDP. The Headteacher advised that next year's SDP will be presented for approval in the Autumn term. **A Governor asked about SEND Writing data**; the Headteacher outlined the needs of the cohort and advised that a detailed analysis of the data is being undertaken.
- 9.2.1 Governors discussed the current data tracking process and format. Governors discussed a FGB session to focus on data. Governors agreed to delegate a review of the current data tracking process and format to the Data working group. **Action: Data working group to review data tracking and report formats**
- 9.2.2 Governors discussed a review of the use of parent volunteers to help with Reading and Maths. Governors discussed commitment to the role, safeguarding and the need to ensure consistent support is provided to children. The Inclusion Manager is liaising with parents that have expressed an interest in volunteering to help children at the school. Governors discussed advertising the volunteer scheme and outlining the commitment of the role. **Action: Headteacher to liaise with Inclusion Manager to discuss the parent volunteer scheme**
- 9.3 Summer works update – The Headteacher advised that the Reception works have been completed and there has been positive verbal feedback from pupils and parents. The works to the MUGA are complete. The Sensory Room works are in progress and the facility should be available by the half term. Governors were advised that some of the items on the LA Programme of Works were completed during the Summer break; further works are planned in the Easter and Summer break 2019 including the electrical works in the lower school and replacement of fire doors.
- 9.4 Staffing – Governors were advised that a Nursery Nurse is taking some leave for personal reasons; the Headteacher outlined actions to recruit cover. The Headteacher advised that a trainee teacher is currently on sickness leave and an agency cover is in place.
- 9.5 General Data Protection Regulation (GDPR) - The Headteacher advised that Judicium attended the school to undertake a Data Protection audit and no issues were identified. Governors noted the report and commented on the positive report.
- 9.6 The Headteacher advised that a twilight session was held today to provide training on the new play therapy room. The Headteacher advised that a Play Therapist and trainees will visit the school and support identified pupils. The Headteacher outlined play therapy and the benefits to pupils.

10 Pupil Premium and Sports Premium

- 10.1 Sports Premium 2017/18 – Governors reviewed the amended Infant and Junior plans and voted unanimously to approve them. Governors noted the review of the Sports premium plans for 2017/18.
- 10.2 Sports Premium 2018/19 (Infants) – Governors noted the plan. The Headteacher advised that the focus is cycling and swimming. The school has some balance bikes

and small bikes available for pupils to borrow. Staff cycling training is complete. Swim assessments for pupils in Year 1 and 2 have been completed. A Governor asked if the 30 minutes of physical activity every day is tracked; the Headteacher outlined the physical activities available to pupils at lunch and playtimes. Governors voted unanimously to agree the plan.

- 10.3 Sports Premium 2018/19 (Juniors) – The Headteacher advised that pupils who don't pass the Cycling Proficiency scheme will receive additional support. Governors discussed improvements to the MUGA and how the impact on pupils could be measured. Governors noted the planned introduction of a Running club and Orienteering club. Governors voted unanimously to agree the plan.
- 10.4 Pupil Premium 2017/18 - Governors reviewed the impact of the 2017/18 plan.
- 10.5 Pupil Premium 2018/19 (Infants) – Governors reviewed the plan. The Headteacher advised that the final data will be added in the Autumn term. A Governor asked about targeted places at extra-curricular clubs; the Headteacher outlined the process for identifying pupils and approaching parent/carers. The Headteacher advised he attended a recent conference which outlined the Children University scheme which encourages children to try new experiences such as museums etc; the Education Endowment Fund recognises the impact of the scheme. Governors voted unanimously to agree the plan.
- 10.6 Pupil Premium 2018/19 (Juniors) – The Headteacher advised that final data will be added in the Autumn term. Governors reviewed the plan. Governors voted unanimously to agree the plan.

11 Attendance targets

- 11.1 Governors discussed 2017/18 attendance levels in the Infant and Junior school and actions implemented to address poor attendance. Governors agreed 2018/19 Attendance targets as 97% for both Infant and Junior school.

12 Reports from Link Governors

- 12.1 Governors were advised that Link Governors should contact the Subject Lead teacher to schedule their visits to the school. **Action: David to circulate the list of Link Governors which includes details of Subject Lead teachers**

13 Policies

- 13.1 Governors voted unanimously to approve the following LA Model policies:
- Allegations against staff
 - Disciplinary Procedure
 - Equality and Diversity in employment policy
 - Family Friendly policy
 - Pay policy
 - Safer Recruitment policy
 - Support Staff Capability policy
 - Teacher Appraisal policy
 - Teachers Capability policy
- 13.2 Governors reviewed the following policies:
- Fire Safety Management Policy – Governors were advised that this is a Judicium policy. Governors voted unanimously to approve the policy.
 - Freedom of Information Publication scheme – The Headteacher advised that Judicium has reviewed the policy. Governors voted unanimously to approve the policy.
 - Governor monitoring visits policy – Governors voted unanimously to approve the policy.
 - Safeguarding and CP policy - Governors voted unanimously to approve the policy.

- Scheme of Delegation - Governors voted unanimously to approve the document.
- Statement of Behaviour Principles – The Headteacher advised that this document is used to develop the Behaviour policy. Governors noted the amended version that was circulated prior to the meeting and voted unanimously to approve the amended statement.

14 Health & Safety

- 14.1 The Health & Safety Link Governor advised that the H&S working group plans to meet later this term and an update will be provided to the Governing Body.
- 14.2 The Headteacher advised that during the visit to the school Judicium identified that the maximum capacity at the main hall is 200 people; this is due to the size and number of emergency exits. The Headteacher has forwarded the report to the LA.

15 Governors' Visits

- 15.1 Governors noted the Feedback form from the visit by the Literacy Link Governor on 13th July 2018.

16 Governor Training

- 16.1 Elli and Marion advised that they attended the Headteacher Performance Review training session.
- 16.2 Governors noted the Haringey Education Partnership (HEP) training programme for 2018/19. Governors were encouraged to book training and send details to Rachel for recording.
- 16.3 Governors who have completed Safer Recruitment training were asked to send details to the Headteacher.

17 Dates for Governing Body meetings for 2018/19

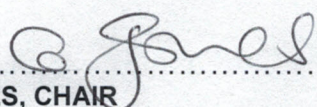
- 17.1 Governors agreed the following dates:
- Wednesday 17th October 2018 at 6.30pm
 - Wednesday 31st October 2018 time to be advised (pay committee)
 - Wednesday 21st November 2018 at 6.30pm
 - Wednesday 16th January 2019 at 6.30pm
 - Thursday 28th February 2019 at 6.30pm
 - Wednesday 27th March 2019 at 6.30pm
 - Wednesday 24th April 2019 at 6.30pm
 - Thursday 23rd May 2019 at 6.30pm
 - Wednesday 19th June 2019 at 6.30pm
 - Thursday 11th July 2019 at 6.30pm

18 Any other business

- 18.1 A Governor asked about enforcement of the school uniform; the Headteacher advised that the uniform policy is enforced to ensure consistency across the school and outlined actions. A Governor relayed verbal feedback from a parent regarding the current uniform. Governors discussed the current uniform and policy.
- 18.2 Governors discussed the current schedule of homework and practices in local schools.

(Josh Mattocks and Gladys Merceron left the meeting)

Parts 1 and 2 of the meeting ended at 8.35 pm

Signed..........Date16-10-18

ELEANOR JONES, CHAIR