

**GOVERNING BODY OF  
CAMPSBOURNE PRIMARY SCHOOL**

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**Campsbourne Primary School**

**FULL GOVERNING BODY MINUTES – 16 OCTOBER 2018**

**PART ONE**

Members: James Barten (Co-opted Governor)  
Marion Groshong (Parent Governor)  
Eleanor Jones (Parent Governor - Chair)  
James Langley (LA Governor)  
David Libbert (Co-opted Governor)  
Josh Mattocks (Staff Governor)  
Gladys Merceron (Associate Governor)  
Stuart Parker (Co-opted Governor)  
Rachel Roberts (Co-opted Governor)  
Brij Sharma (Co-opted Governor)  
Jonathan Smith (Headteacher)

**Item 8 was heard at the beginning of the meeting to allow for the SBM to leave directly after this agenda item was heard.**

**1. WELCOME/INTRODUCTIONS AND APOLOGIES**

- 1.1 The Chair welcomed all governors to the meeting. The new Clerk to the Governing Body was introduced and welcomed. Apologies were noted from Marion Groshong.

**2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

- 2.1 Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

**3. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

- 3.1 The Governing Body **agreed** the minutes of the meeting held on 19 September 2018. The Chair signed the minutes and a copy was left at the school for filing.

- 3.2 The Governing Body **reviewed** the actions noted from the meeting of 19 September 2018:

*a Jones*



## 3.2.1

Item	Action	Responsible	Outcome
4.1	Jim, Jude and Rachel to complete annual declaration form	Jim, Jude, Rachel	Completed by Jim and Rachel. Jude outstanding
5.1	Chair to liaise with Stuart to review SGOSS candidates	Chair	Ongoing. Have potential person to meet up with
5.3	Parent Governor Vacancy to be advertised in newsletter and election organised	Headteacher	Vacancy has been advertised. Quite a few applicants. Ongoing
5.4	Stuart to circulate Skills Audit forms and complete analysis of results	Stuart	Not completed. To be undertaken for next meeting
5.5	Headteacher to liaise with panel regarding external advisor details and dates	Headteacher	Completed
7.1.1	All Governors to complete online Safeguarding training	All	Not completed by all Governors. Chair stated must be completed by next meeting
7.1.2	Chair to liaise with Governor Services to schedule whole Governing Body training session	Chair	To be discussed under Agenda item 6
7.1.3	Headteacher to share the Fasting Policy with Gladys and ask her for comments	Headteacher	Completed
7.1.4.	Stuart to liaise with Elizabeth to clarify if the amendments can be made to the Finance Policy	Stuart	Policy had been circulated prior to meeting. Meeting happy with policy. Only minor amendments made. Policy agreed by Governing Body
7.1.5	Governor Feedback Form to be completed for Premises Walk	Josh	Completed
7.18	Chair and Vice Chair to liaise with Headteacher to discuss the timing of the Governors Awayday	Chair	Agreed to hold this action until new governors had been appointed. Item to remain on action list.
8.3	Clerk to forward Tim Blanchard's contact details to the Chair	Clerk	Completed
8.4	Josh to undertake audit of school website to ensure all statutory information is present and up to date	Josh	Document was circulated to Governing Body which listed actions to be undertaken. To be actioned for next meeting
9.2.1	Data working group to review data tracking and report format	Data W/G	To be discussed under Agenda item 6
9.2.2	Headteacher to liaise with Inclusion Manager to discuss the parent volunteer scheme	Headteacher	Completed. Inclusion Manager had been asked to email Marion. Ongoing



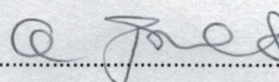
12.1	David to circulate list of Link Governors which includes details of Subject Lead teachers	David	Completed
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#### 4. CHAIR'S ITEMS

- 4.1 The Chair reported that she would be at the school on Thursday and Friday from 8:30-9:30am to promote the Parent Governor Election. Any governors that were available were invited to attend.
- 4.2 An extraordinary meeting of the FGB to discuss pay would take place on 31 October. The Chair asked how many people were required to ensure meeting was quorate. It was agreed as well as the Headteacher and Chair that Marion Groshong, David Libbert, James Langley and Rachel Roberts would also attend the meeting. . **ACTION:** Clerk to check if Headteacher is counted and numbers required for meeting to be quorum.

#### 5. HEADTEACHER'S ITEMS

- 5.1 The Headteacher asked the Governing Body if they had any questions they wanted to put to him. No questions were received.
- 5.2 The Headteacher reported that he had completed updating the school's targets. He said that the year 3 targets had not yet been done but would be completed by the next meeting. It was reported that targets had been set for years 2, 4, 5 and 6 . The early years targets were waiting for the baseline figures. Yr 1 and 2 would be based on early years results. The Headteacher stated that the targets had been set high and were at the top 5% of Fisher Family Trust targets (FFT). Some staff had said that the targets were not realistic. The Headteacher explained that setting a target which meant a child would fail does not fit in with our school vision or ethos. He explained that targets were set at this level to stretch all children and that as a result, some of the children may not achieve them but the school would make a decision throughout year of what to do to help all children to achieve their targets whilst ensuring they continue to receive a balanced curriculum. The headteacher also explained that progress is the key indicator for a schools performance and that a child scoring 98 instead of 90 may not have an impact on headline figures of children passing the SATs but would have a positive impact on the progress measure. The Chair said she agreed that this action was in line with schools values. **ACTION:** Headteacher to provide Year 3 targets for next meeting.
- 5.3 A governor asked when looking at children at top of the target range, how do you stretch them further? The Headteacher explained that targets had been set based on the Top 5% of FFT and were therefore very challenging. The Headteacher said he believed it was making a positive message to set high targets and that this was good practice. He agreed that matters became contentious with staff when pupil target setting was linked to teacher performance targets. A governor asked how teachers felt about this and it was confirmed that some teachers felt quite anxious if they felt that the children would not meet the target set for them. It was said that teachers would express such concerns to the SLT and at pupil progress meetings and that provisions would be put in place to help children at risk of not meeting their targets. It was confirmed that most children meet their targets and that it was important to create culture where everyone worked to do their best and have high aspirations.
- 5.4 The Governing Body received the School Development Plan. The meeting confirmed that they had no comments to make or anything to add to the document.





- 5.5 The Headteacher reported that attendance was now 97 % and on target. A governor asked what the reason for the increase in attendance was. The Headteacher reported that he felt activities that made school fun such as swimming had helped. It was also confirmed that the school numbers were going up; 4 up on census day and that 12 more children were joining the school. He reported that although 2 children had recently left the trend was upwards.

## 6. DATA REVIEW

- 6.1 It was reported that the Data Working Group had met on 10 October. A copy of a report from the working group had been presented to the meeting.
- 6.2 The Key areas the working group had looked at were trends and areas of data to be careful of such as pupil premium. They wanted to develop a structured way of looking at data. It was confirmed that the Data Working Group would meet again in November and would look at key areas to focus on. In February they would look at in year data and progress and would arrange another progress data meeting at the end of the year. They would look at key items and report back to FGB. Their main objective would be to make looking at data more accessible for governors and pull out key objectives, actions and interventions and where governors would see key data. The meeting agreed that data training may not be required for all governors as the data group would undertake this role but that some appropriate alternative training would be arranged for everyone. A governor asked whether the data overview document would be shared with the whole FGB. It was agreed that this was the intention of producing the document as it would provide a snapshot to meeting.  
**ACTION:** Headteacher to work on this document in advance of the next meeting of the data group on Thursday 15 November.
- 6.3 It was reported that the working group had talked about interventions, such as pastoral interventions and how this could impact things like behaviour. The group would consider how to progress with this and whether/how interventions should be tracked. Assessment information relating to interventions may be different to scaled scores. It was explained that there are different ways of assessing pastoral interventions. This was said to be a requirement from Ofsted and that progress measured is what is important. A governor asked whether tracking intervention was a manual process. It was confirmed that teachers had to input data onto sheets for the Headteacher to look at 3 times a year and that there was now no standardisation between schools as they are all doing their own thing. This made it difficult when school tried to benchmark against other schools.
- 6.4 A governor asked about the pastoral work and its effect on pupil mental health. Schools were being asked to undertake regular measures to minimise pupil mental health and hold data on how children are doing in terms of their mental health. It was felt that all schools are already doing this as reported in their yearly survey.
- 6.6 The Chair thanked the working group for their input.

## 7. BOOK LOOK

- 7.1 It was reported that a book look for maths, reading and writing had taken place prior to the start of the FGB meeting. Governors reported that they had observed that progress had been made and that they were impressed at what had been seen. The governors discussed what they should be looking for when doing the book look. It was confirmed that they should look at progress against the minimum standards on the front of the book. It was confirmed book look provides governors with an understanding and feel of what was happening in the school, how the books were presented, the amount of work being achieved and that work was being marked consistently. The Chair confirmed that the next book look was scheduled for February and that it would happen 3 times a year. It was suggested that a theme could be adopted e.g. look at all EAL books at one time. The meeting



felt that teachers' written comments on post it notes worked well as it provided small targets for the pupil to concentrate on.

## 8. SIGN OFF – QUARTER 2

8.1 The meeting **received** quarter 2 finance report.

8.2 The meeting received answers to questions that had been submitted – see appendix. One additional question raised related to the nursery income and why the actual was lower. The SBM reported that the figure was for one term and the figures that are now being used included top ups. This would be lower than £13K. The other question related to the recruitment of an art teacher – less had been spent on this than was budgeted for because an internal TA applied for the position and this person is now leading on art, upgraded to a HLTA. A governor asked about the TA's expertise to teach art. The HT and governors discussed the art teacher's qualifications and further training and support which could be offered by the school. The HT understands that a Haringey art teachers' network was potentially being set up which might also be beneficial. A governor offered to forward details for some online training which might be beneficial for the TA. A governor asked whether the school had lost a TA resource. It was confirmed that this had not happened because the child that the TA had been assigned to had left the school.

8.3 It was confirmed that £196K had been carried forward at the end of the year. A governor asked committed spending would impact this figure at the end of the year. It was confirmed that although the school wanted the nursery outdoor space to be updated, it had not committed to doing this work but that the cost of any such work would be funded out of the £196K. The nursery outdoor space had been discussed before but no quotes had yet been obtained – these are in the pipeline.

8.4 A governor asked for an explanation of the level of the surplus which seemed higher than expected. It was confirmed that the school had also received Early Years funding in IO1. Some things were put in the budget - Learning Mentor where a child had a half day's ECHP. It was explained that rather than employ a Learning Mentor, the school used part of the cost of a TA. Also swimming lifeguard was not employed as had been intended and the cost set aside for the art teacher has resulted in savings. A governor asked what other long term improvements could the school make utilising the surplus. It was said that the nursery would be the next place to focus on. If everything else was done, then the school would consider the upkeep of the pool. The meeting agreed that at the moment, the school's budget was healthy and that it was important to maintain what they had. A governor asked when considering staff and looking at the data for EAL as an area of focus, what could the school do with the resources it has. It was reported that this would form part of a review in which they would focus on EAL provision and it was cited that another school had a specialist EAL teacher. The Headteacher also stated that an additional PE support would be beneficial. It was felt that spending on 2 additional staff might have the biggest impact.

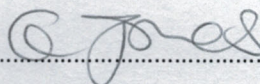
8.5 The Chair and Headteacher signed off the Quarter 2 Finance Report.

**ACTION:** Benchmarking data to be discussed at next meeting.

8.6 The SBM left the meeting at 6:50pm

## 9. HEALTH AND SAFETY

9.1 A report had been received from the H&S Link Governor following his visit to the school. He reported that everything looked good. One issue to re-assess - the situation of a lead going across a table - had been addressed. He reported that the broken boiler was to be fixed during the half term break. The electrics were a priority but this work is being done by the LA and is planned to take place during the summer. Dates were to be agreed regarding work





to be undertaken on the perimeter fence. A governor asked about the comment made in the Ofsted report about the fence and whether more need to be done to address this. It was agreed that the school had done everything it could regarding the fence and the matter was now with the LA. It was agreed that a H&S visit would be undertaken each term with all matters being followed up. It was also said that the H&S Lead would attend the H&S Committee.

9.2 The Chair thanked Link Governor for his visit and report.

## 10. GOVERNOR VISITS

10.1 The new safeguarding governor had come into school to talk about safeguarding and priorities with the Headteacher and the outgoing safeguarding governor. The Single Central Register was checked and was almost flawless. No data was missing and it had been filed with relevant data. The next visit would be more challenging – spot checks to test system. This area was in good shape and good progress had been made.

10.2 The Chair thanked the safeguarding governor for his visit. The Chair asked governors to look at the timetable to see if link governors could do their visit before the relevant FGB meeting, with the aim that governor visits could be discussed at the most appropriate FGB meeting.

## 11. GOVERNOR TRAINING

11.1 The Chair asked that all safeguarding training be completed before the next meeting and that details of any new training undertaken by governors is forwarded to Rachel Roberts.

11.2 The Chair asked the meeting whether there was any whole governor training that they felt would be helpful. The meeting suggested training on EAL, interventions, or Early Years.

**ACTION:** Chair to look at what LA have available once the Skills Audit has been done.

## 12. ITEMS FOR THE NEXT AGENDA

12.1 Skills Audit

Safeguarding Training

Governors Awayday

Benchmarking Data

12.2 The Chair requested that governors send any agenda items to her.

## 13. DATE AND TIME OF NEXT MEETING

13.1 Extraordinary Pay Meeting - **31 October 2018**

Next FGB Meeting – **21 November 2018 at 6:30pm**

## 14. ANY OTHER BUSINESS

14.1 A governor asked about Forest school and flagged some concerns from parents (who had accompanied children) about potential hazards in the area of the park where Forest school takes place. The Headteacher confirmed that teachers checked the area before Forest school sessions. A governor asked whether there should be a Forest school "audit" of some kind. A governor agreed to speak to a contact who is Forest school trained teacher.

14.4 Josh Mattocks and Gladys Merceron left the meeting at 8pm.



## List of Actions

Item	Action	Responsible
3.2.1	Governors to complete skills audit forms	All governors
	Skills audit to be completed	Stuart and Chair
	Safeguarding training	All governors
	School website audit	Josh
4.2	Check if Headteacher is counted and numbers required to ensure Pay Meeting is quorum	Clerk
5.2	Provide Year 3 targets for next FGB meeting	Headteacher
6.2	Consider appropriate training for data group	Chair and Data group
6.2	Complete work on data overview document for next data group meeting (to present to next FGB meeting)	Headteacher
7.18	Chair and Vice Chair to liaise with Headteacher to discuss the timing of the Governors Awayday	Chair [on hold until new governors appointed]
8.4	Supply benchmarking data for next FGB meeting	Chair and Stuart with SBM
11.2	Investigate whole governor training that is available from LA following skills audit	Chair
14.1	Consider review of Forest school	Chair and HT

