

School

**CAMDEN'S CENTRE FOR LEARNING**

**GOVERNING BODY**

**MINUTES OF MEETING**

**Tuesday 16<sup>th</sup> May 2017 at 5pm**

<b>CO-OPTED (13)</b>	<b>LOCAL AUTHORITY (1)</b>	<b>ASSOCIATE MEMBERS</b>
Tony Burgess, Chair Gaby Thomas Liz Rattue Brenda Maragh Rosemary Smith* Catherine Getz* Sandra Wallman Simone Paul Claire Turner	Adam Kybird*	Chris Jackson*
<b>STAFF (2)</b>	<b>PARENTS (3)</b>	<b>OTHERS PRESENT</b>
Jeanette Lowe, CCfL Director Ashley Summercorn	Linda Plummer Aron Rename* Raj Munisami	Graham Watson – Clerk

\*Denotes Absence

	<b>ITEM</b>	<b>ACTION</b>
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	
	The Chair welcomed those present to the meeting. Apologies were received and accepted from Rosemary Smith, Catherine Getz and Adam Kybird.	
<b>2</b>	<b>DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA</b>	
	There were no declarations of interests in respect of items on the agenda.	
<b>3</b>	<b>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING HELD ON 21<sup>st</sup> MARCH 2017 (circulated)</b>	
	The minutes of the previous meeting held on 21 <sup>st</sup> March 2017 were approved as a true and accurate record and would be signed by the Chair at the end of the meeting. <b>Matters arising:</b> <b>Item 4.1)</b> The Chair reported that the DFE's Edubase had now been completed for CCfL <b>Item 5)</b> The Director reported back on the recent Ofsted Inspection of the KS4 school. Inspectors had come into the school for one day. Inspectors had looked at data, observed lessons and interviewed staff and 3 governors. The draft	

	Ofsted Report was received today to check for accuracy. It was expected that the Report will be published an about one week. As soon as this was received she would inform parents and governors. She thanked governors for their participation in the Inspection.	
<b>4</b>	<b>GOVERNANCE OF THE SCHOOL</b>	
<b>4.1</b>	<p><b><u>Governing Body Membership and vacancies</u></b> <i>(circulated)</i></p> <p>i) The Director reported that Wendy Eager had stepped down as a governor. However, she was willing to attend governing body meetings should her expertise be required. Governors thanked Wendy for her work and commitment as a governor.</p> <p>ii) The Chair reported that he had written to the two Associate Members, Chris Jackson and Hilary Forbes. Hilary had stepped down as an associate member and he was awaiting a response from Chris Jackson.</p>	
<b>4.2</b>	<p><b><u>Future Membership Options</u></b> <i>(circulated)</i></p> <p>The Chair presented a draft paper on options for the membership of the Full Governing Body and PRU Management Committee. It had always been difficult to recruit enough co-opted governors and there were currently 3 vacancies. The local authority had advised that the Governing Body be reduced in size. Following discussion at the last meeting it was agreed that this would be implemented in principle. It was also proposed the last meeting that the Governing Body be reduced to 16. This would meet the challenge of having an appropriate number of school governors, and also fulfil the legal requirements of the Management Committee. It would require the amendment of the Instrument of Government of both the School Governing Body and the PRU.</p> <p>Following discussion, the consensus was that it was beneficial to retain on the governing body members of the senior leadership team who were also governors. It was felt the governing body would benefit from their expertise. In addition, the presence of two further members of staff, as in the present arrangement, one as an elected representative and one co-opted, did not seem inappropriate, provided that attention was paid to the skills base of the GB and that statutory proportions of membership were maintained. The following was agreed,</p> <ul style="list-style-type: none"> <li>• Simone Paul to visit a governing body of another school before the next full governing body meeting on 4<sup>th</sup> July.</li> <li>• The Chair to present a further paper on the new proposed Constitution at the next full governing body meeting.</li> </ul>	<p>SP</p> <p>Chair</p>
<b>4.3</b>	<p><b><u>'Meet the Governors' statement, attendance record, website issues</u></b></p> <p>The Director reminded governors regarding the short governor biographies to be published on the school website. She would send an example of a completed biography to governors to assist them in completing their own.</p>	JL

<p>4.4</p> <p>4.5</p> <p>4.6</p>	<p><b><u>CCfL Year Planner summer term 2017</u></b> <i>(circulated)</i></p> <p>The Chair presented the Year Planner for the summer term 2017 for governors' information. The Planner outlined the agendas for the sub committees and the policies for which each committee was responsible.</p> <p><b><u>Governor Allowances Policy</u></b> <i>(circulated)</i></p> <p>The Chair presented the Governor Allowance Policy. It was based on a Camden template and had been adapted for the school.</p> <p>The policy was agreed.</p> <p><b><u>Revised Governors Skills Audit</u></b> <i>(circulated)</i></p> <p>The Chair presented the new governor skills audit form. It was agreed that governors would complete the skills audit form and return to the clerk by <b>Friday 26<sup>th</sup> May</b>.</p>	<p>All governors</p>
<p>5</p>	<p><b>HEADS AND DIRECTOR'S REPORT</b> <i>(circulated)</i></p>	
<p>5.1</p>	<p>The Director presented her Report, supported by Gaby Thomas and Liz Rattue. She explained that the Ofsted Inspection had resulted in the delay of the submission of the report. Data in the report related to the autumn 2016 and spring term 2017.</p> <p>The following points were highlighted, and governors questions were invited</p> <p><b><u>Characteristics of Students on Roll</u></b></p> <ul style="list-style-type: none"> <li>• There were 98 students on roll; which was very near full capacity of 100. (40 in KS3 and 60 in KS4). She was working with Camden to manage future referrals. <b>Q Has full capacity been reached before?</b> It was rare and certainly not at the end of the spring term. <b>What were the reasons for this?</b> There were several reasons: <ul style="list-style-type: none"> <li>○ CCfL was providing wider education provision, and therefore attracting more students;</li> <li>○ Camden had stopped sending students out of borough, as it was very expensive;</li> <li>○ There were a higher number of exclusions across Camden in both the primary and secondary sectors;</li> <li>○ the number of students on roll with a statement of special educational needs or EHC Plan had increased; and these students were remaining longer at the school.</li> </ul> </li> </ul> <p><b>What is the impact of reductions in future central government funding?</b> The Senior Leadership Team and Finance Committee were continually looking at ways to make savings and obtain value for money. However, a deficit budget was anticipated and this needed to be</p>	

addressed. **How was Safeguarding being managed with restricted resources?** Maintaining safeguarding was having a large impact on the resources of CCfL. It was challenging to send staff to attend network and child protection meetings, and at the same time maintain sufficient resources to maintain a high quality of educational provision at CCfL. The School was liaising with Camden's Social Care Service to try to manage this effectively. It was important that governors were aware of this challenge.

5.2

**Leadership and Management**

- The Camden Professional Partner (CPP) had recently completed his spring term monitoring report. It was generally very favourable. It was agreed the Director would send a copy of the report to all governors.
- The staff team were developing the transition plans in Year 9-10. One project involved 21 students working with a drama tutor. This developed various 'soft' skills. Ashley Summercorn was involved in the planning sessions with the tutor.
- A new curriculum and accreditation process was introduced to meet the needs of students with complex Social, Emotional and Mental Health (SEMH) needs. The new curriculum offered rigorous courses with a vocational emphasis. eg health and fitness, and music technology. The majority of parents and students were happy with the new curriculum and it was hoped that there would be some good impact data would come out of this initiative after a very good first year.
- It was agreed the Director would forward the current staffing list to governors.

JL

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5.3

**Quality of Teaching, Learning and Assessment**

- The SLT had revised the way assessment was reported. A summary of the assessment without levels process had been published on the school website for governors to access. 'Limited' and 'Expected' progress were now dependent on individual pathways. Accurate prior assessments were crucially important in establishing a baseline from which to work. Subject leaders were responsible for identifying appropriate interventions for those students who were underachieving, and all departments were responsible for moderating students' books.
- Since the introduction in September 2016 of Staff continuous professional development through a Learning Communities model, the process had become embedded across CCfL with some positive outcome data. The model was driven by whole staff groups who decided upon areas of development. Teachers worked on strategies

	<p>to put in the classroom and review success. Successful strategies from the autumn term had been collated in booklet form and distributed to staff. The same would be done for strategies carried out during the spring term. Liz Rattue reported that she would report back to governors on progress.</p> <ul style="list-style-type: none"> <li>• In KS3 and KS4 all teachers were good or outstanding.</li> <li>• Book boxes were being relaunched in the summer term. The Director will submit outcome data at the next meeting of the governing body on 4<sup>th</sup> July.</li> </ul>	<p>LR</p> <p>JL</p>
<p>5.4</p>	<p><b><u>Personal Development, Behaviour and Welfare</u></b></p> <ul style="list-style-type: none"> <li>• Gaby Thomas reported that Ofsted look at this area during Inspections, particularly attendance. Overall attendance had decreased over the last 3 years, but was still higher than the national PRU average nationally. However, attendance in KS4 had decreased. This was due to a small cohort with behavioural difficulties.</li> <li>• There was a very small group of 4-5 persistent absentees. CCfL was trying to address this by implementing individually tailored programmes to improve attendance.</li> <li>• Attendance in KS3 was improving annually. Students who have been at CCfL for a long time had a good attendance record. <b>Q Could future attendance data include actual numbers as well as percentages?</b> The Director replied she would include this data in future reports.</li> <li>• In KS4, exclusions had reduced significantly since last year.</li> </ul>	<p>JL</p>
<p>5.5</p>	<p><b><u>Pupil Progress Data</u></b></p> <ul style="list-style-type: none"> <li>• English, maths and science data had been presented to Ofsted during the Inspection. Trends were generally positive.</li> <li>• There was a dip in KS4 progress. Staff were aware of this and there were reasons for this. The expansion of the English and maths syllabus had caused difficulties for students. In English assessment was based on examination only, and students struggled with this.</li> <li>• Y11 had been offered ESOL classes and daily lunch time revision sessions to give them the best possible chance of doing well in the examination. Bacon rolls were also given to students for breakfast to put them at ease before the examination.</li> </ul> <p style="text-align: right;"><i>Brenda Maragh left the meeting at 6.45pm</i></p> <ul style="list-style-type: none"> <li>• Students were offered a range of subjects to ensure they were encouraged and challenged. <b>Q Did students undertaking vocational subjects receive qualifications?</b> All subjects had been selected to ensure there was national accreditation.</li> </ul>	

	<ul style="list-style-type: none"> <li>Feedback from the annual parent and student questionnaires had been generally very positive.</li> </ul> <p>The Chair thanked the Director and Heads for the presentation and their input into the Report.</p>	
<b>6</b>	<b>ISSUES FOR GOVERNOR DISCUSSION</b>	
<b>6.1</b>	<p><b><u>Alternative Education Extra Provision</u></b></p> <p>The Director reported that CCfL was involved in a pilot project with the local authority and Camden Secondary Heads extending education provision for young people in Camden's educational institutions. The project will commence in September and was being funded by Camden and the Secondary Heads. Funding of £100,000 had been secured for the Project and it was hoped a project co-ordinator would be recruited before the end of term. This could be a secondment from Camden or a Camden school. There would be no impact on CCfL's budget or the quality of provision offered by CCfL. The project was initially for one year and then it will be reviewed. It will be discussed at the next Finance, Staffing and Remuneration Committee. The Director will send the briefing paper on the project to governors.</p>	<b>JL</b>
<b>6.2</b>	<p><b><u>Camden Governors Hub</u></b></p> <p>The Chair reported on the new Governors Hub. It was a web based central resource and database for school governors. Each school would receive an individual confidential password to access the hub. It could be used for storing governors' documents and policies, including governing body papers and minutes. It was being rolled out to all Camden schools. It was free for schools in the first year and a charge would be made for institutions who were interested in continuing in subsequent years.</p>	
<b>7</b>	<b>SAFEGUARDING</b>	
	There were no safeguarding issues to report.	
<b>8</b>	<b>REPORTS FROM COMMITTEES</b>	
	<p>The Chair reported that the only sub-committee which had met since the last meeting was the Buildings and Environment Committee, which met on 9<sup>th</sup> May. He tabled the minutes of the meeting.</p> <p>The Chair reported that Sandra Wallman had taken over the convening of the Buildings and Environment Committee, following discussion in the committee, and requested that this be confirmed by the full Governing body. This was agreed.</p>	

	The meeting had discussed various snagging issues, The response of Camden to building problems at CCfL had improved. The Director was meeting Camden officers next week to discuss outstanding building issues. Governors were welcome to attend.	
<b>9</b>	<b>HEALTH AND SAFETY</b>	
	. There were no safeguarding issues to report.	
<b>10</b>	<b>FEEDBACK FROM GOVERNOR TRAINING AND SCHOOL VISITS</b>	
	There had been no recent governor visits or training.	
<b>11</b>	<b>CHAIR'S/GOVERNORS ITEMS</b>	
	There were no Chair's or Governors' items.	
<b>12</b>	<b>IMPACT OF GOVERNING BODY</b>	
	Governors highlighted the impact of the governing body was follows. <ul style="list-style-type: none"> <li>• Governors had contributed to the preparation for the recent Ofsted Inspection, and some governors had been interviewed by Inspectors.</li> <li>• Governors had examined and approved the school budget.</li> <li>• The constitution of the governing body was being discussed to improve its effectiveness.</li> </ul>	
<b>13</b>	<b>STRATEGIC MANAGEMENT COMMITTEE ITEMS</b>	
	There were no additional issues of PRU governance to be considered.	
<b>14</b>	<b>ANY OTHER BUSINESS</b>	
	There was no other business.	
<b>15</b>	<b>CONFIDENTIAL ITEMS</b>	
	There were no confidential items to discuss.	
<b>16</b>	<b>DATE OF NEXT MEETING</b>	
	The next full governing body meeting will be on Tuesday 4 <sup>th</sup> July 2017 at the KS4 School, Agincourt Road.	

There being no further matters to discuss, the Chair thanked all for attending and for their work throughout the year. The meeting was closed at 6.55pm.

Signed: Tony Burgess Date: 4/17/2017

**Tony Burgess, Chair of Camden's Centre for Learning Governing Body**

