

**CAMDEN'S CENTRE FOR LEARNING**

**GOVERNING BODY**

**MINUTES OF MEETING**

**Tuesday 6<sup>th</sup> December 2016 at 5pm**

<b>CO-OPTED (13)</b>	<b>LOCAL AUTHORITY (1)</b>	<b>ASSOCIATE MEMBERS</b>
Tony Burgess, <b>Chair</b>	Adam Kybird	Robert Specterman*
Jonny Bucknell		Chris Jackson*
Gaby Thomas		Hilary Forbes*
Liz Rattue*		
Wendy Eager*		
Brenda Maragh		
Rosemary Smith*		
Victoria Bowes		
Catherine Getz		
Sandra Wallman*		
Simone Paul		
<b>STAFF (2)</b>	<b>PARENTS (3)</b>	<b>OTHERS PRESENT</b>
Jeanette Lowe, <b>CCfL Director</b>	Jackie Poole*	Linda Plummer (Observer)
Ashley Summercorn	Maggie Harvey*	Aron Rename (Observer)
		Raj Munisami (Observer)
		Graham Watson – <b>Clerk</b>

\*Denotes Absence

	<b>ITEM</b>	<b>ACTION</b>
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>	
	<p>The Chair welcomed those present to the meeting. He particularly welcomed 3 parent observers, Linda Plummer, Aron Rename and Raj Munisami, who were interested in becoming governors of the school.</p> <p>Apologies were received and noted from Rosemary Smith, Sandra Wallman and Liz Rattue.</p> <p>The Chair reported that Victoria Bowes was stepping down as a governor to take up a new posting abroad. On behalf of the governing body he thanked her for her contribution and commitment to CCfL and the governing body. Victoria on her part thanked governors for making her membership of the governing body an enjoyable experience; and praised the skill and commitment of staff at CCfL</p>	

<b>2.</b>	<b>DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA</b>	
	There were no declarations of interests.	
<b>3.</b>	<b>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING HELD ON 11<sup>th</sup> OCTOBER 2016 (circulated)</b>	
	<p>The minutes of the previous meeting held on 11<sup>th</sup> October 2016 were approved as a true and accurate record and would be signed by the Chair at the end of the meeting.</p> <p><b>Matters arising:</b></p> <p><b>Item 5.1)</b> The Director reported that not all policies had been published on the school website. She also suggested that the website be made more parent and student friendly. It was <b>AGREED</b> that Brenda Maragh would update the website this week and both she and the Chair would also look at making the site more parent and student friendly.</p> <p><b>Items 5.3) and 5.4):</b> The Chair urged those governors who had not yet completed Governors' Business Interests forms and Skills Audits to do so as soon as possible and forward to the Clerk.</p> <p>The minutes were received.</p>	<p><b>Chair/BM</b></p> <p><b>All governors</b></p>
<b>4</b>	<b>GOVERNANCE OF THE SCHOOL (circulated)</b>	
<b>4.1</b>	<b><u>Governing Body Membership and Vacancies</u></b>	
	The Chair presented the Governing Body and Committee membership List. There had been no changes.	
<b>4.2</b>	<b><u>Future Dates</u></b>	
	The Chair reported that he needed to change the date of the second spring term full governing body meeting from 14 <sup>th</sup> to 21 <sup>st</sup> March 2017. This was <b>AGREED</b> . The Chair will email governors as a reminder. It was also <b>AGREED</b> to change the date of the Finance Committee meeting to 14 <sup>th</sup> January 2017. The Chair regretted that he was not available to attend.	<b>Chair</b>
<b>4.3</b>	<b><u>Governors' attendance record; Edubase return; revised Code of Conduct</u></b>	
	<p>i) The Chair reported that it was a statutory responsibility to record certain governor details on the DfE's Edubase. These details included postcode, nationality and date of birth. This data would be kept confidential. In response to governors' questions the Clerk reported that the recording of governors' details on Edubase had arisen from the Stephens Report in 2014. The other governance data required to be published eg governor attendance, came under the School Governance Constitution Regulations.</p> <p>ii) The Chair presented the revised Governors' Code of Conduct. Following discussion it was <b>AGREED</b> to add an additional paragraph explaining the 3 school structure of CCfL. Jonny Bucknell requested further consideration to be made of the document; and it was <b>AGREED</b> to re-submit the revised Code of</p>	<b>Chair</b>


	<p>Conduct at the next full governing body meeting on 7<sup>th</sup> February.</p> <p>iii) The Chair presented a template attendance grid which had been produced by the Clerk. It was <b>AGREED</b> to use this to record governor attendance at committee meetings. It would be published on the school website.</p> <p>iv) The Chair reported that he would be doing some work on the template Standing Orders document recommended by Camden. He will present a draft at the next full governing body meeting on 7<sup>th</sup> February.</p>	<p><b>Chair</b></p> <p><b>Director</b></p> <p><b>Chair</b></p>
<b>5.</b>	<b>CHILD PROTECTION &amp; SAFEGUARDING POLICY</b> (circulated)	
	<p>Gaby Thomas presented the updated Child protection and safeguarding Policy. She stated that it was now a statutory requirement that all governors must have a DBS check.</p> <p>CCfL had recently undergone a safeguarding audit by Camden. The feedback had been favourable.</p> <p>It was noted that Simone Paul, nominated governor for Child Protection and Safeguarding had undertaken CP and Safeguarding training earlier this term; and, recently, Simone, Tony Burgess and Liz Rattue had, all three, jointly, attended Safer Recruitment training, which they had found informative and useful.</p> <p>The Director <b>AGREED</b> to the Observers' request to send them the policy.</p> <p>The Policy was received and agreed.</p>	<p><b>Director</b></p>
<b>6.</b>	<b>SCHOOL IMPROVEMENT PLAN</b> (circulated)	
	<p>The Director presented her Report, supported by Gaby Thomas.(GT)</p> <p>There were 4 key areas on which Ofsted would focus:</p> <ul style="list-style-type: none"> <li>- <i>Effectiveness of Leadership and Management;</i></li> <li>- <i>Quality of Teaching, Learning and Assessment;</i></li> <li>- <i>Personal Development, Behaviour and Welfare;</i></li> <li>- <i>Outcomes for Children and Learners.</i></li> </ul> <p>This year she had aligned the key priorities in the SIP to the appropriate governor sub-committee. Governors needed to look at the priorities and determine what information they required in order to hold the Senior Leadership Team to account. GT added that the SIP targets were drilled down into individual action plans by various groups in the school. Eg Teaching &amp; Learning, SEND, Behaviour Action Plan.</p> <p>The following key points were highlighted,</p> <ul style="list-style-type: none"> <li>• Development of a whole school staff team to engage in and practice coaching skills; to support individual and peer group development.</li> <li>• Creation of Learning Communities with objectives relating to, and</li> </ul>	

	<p>working collaboratively with, the Learning Community to provide the best outcomes for students.</p> <ul style="list-style-type: none"> <li>• Development of the Support Team to enable every staff member to be assigned a personalised action plan, with appropriate targets. Support staff feel more valued and benefits were already evident.</li> <li>• To address transitions for students. There was a large cohort of students this year moving from KS3 to KS4. This was a significant challenge for the school, as many of these students had complex needs.</li> </ul> <p>The Director invited comments and questions from governors. It was also <b>AGREED</b> that each committee would look at the SIP in more detail next term.</p> <p>The Director suggested that it would be useful to ask staff what would be useful for governors to see and visit in the school. She also suggested it might be useful to obtain the views of parents and students on transition and any further assistance CCfL could give in this process.</p> <p>The Director reported that on Wednesday 4<sup>th</sup> January there would be a Student Review day where parents and students are invited to meetings with staff to review progress. Governors would be welcome to attend. In addition, at KS4 School, during the Student Review morning, there would be a Providers Fair for parents and students about the range of options available for students when they leave school. Ashley Summercorn (AS) reported that transition events for parents were being held for students moving from Y6 to Y7 and KS3 to KS4. These were scheduled for the end of the spring term and early in the summer term. The Director and GT will email governors with the dates.</p> <p>Catherine Getz (CG) suggested that the school increase its use of social media for publicity purposes and attracting students. The following actions were <b>AGREED</b>:</p> <ol style="list-style-type: none"> <li>a) a section on Social Media be added to the SIP.</li> <li>b) Brenda Maragh to research parental use of social media and produce a report by January 2017.</li> </ol> <p>CG asked if the SIP could be phrased in laymen's terms eg shorter sentences, less education jargon; particularly the headlines. The Director replied that she would look at this. However, a parent friendly version of the SIP was on the school website.</p> <p>The Chair thanked the Director and staff for their work on the SIP and Safeguarding and Child Protection Policy.</p>	<p><b>Committee Chairs</b></p> <p><b>Director</b></p> <p><b>Governors</b></p> <p><b>Director/GT</b></p> <p><b>Director BM</b></p> <p><b>Director</b></p>
7.	<b>REPORTS FROM COMMITTEES</b> (circulated)	
7.1	<p><b><u>Buildings and Environment Committee</u></b></p> <p>The Chair reported back from the meeting on 18<sup>th</sup> October. There were several ongoing snagging issues, which needed urgent resolution. Jonny Bucknell added that it was important CCfL press these issues in order to resolve them;</p>	

7.2	<p>perhaps bring in an independent surveyor. The other major issue was the lack of heating. The Chair said these issues would be flagged up at the next Buildings Group meeting.</p> <p><b><u>Finance, Staffing and Remuneration Committee</u></b></p> <p>The Chair reported back on the meeting on 8<sup>th</sup> November. The following points were highlighted,</p> <ul style="list-style-type: none"> <li>• The Pay Progression review was signed off.</li> <li>• The updated Pupil Premium Report was agreed and was on the school website.</li> <li>• The Pay and Appraisal Policies were updated, and were agreed pending some further discussion at the next Finance Committee meeting in January.</li> <li>• He had signed off Q2 of the 2016/2017 budget. Further action was required over the next 5 years in order to avoid a projected deficit at the end of this period.</li> </ul>	Chair
7.3	<p><b><u>Curriculum, Pastoral and School Improvement Committee</u></b></p> <p>The Chair reported back on the meeting on 15<sup>th</sup> November. The Attendance and Behaviour, and Child Development and Safeguarding Policies were agreed.</p> <p>The minutes were received.</p>	
8.	<b>CHAIR'S/GOVERNORS ITEMS</b>	
	. There were no Chair's or Governors' items.	
9.	<b>STAFF ITEMS</b>	
	<p>In his capacity as staff governor AS reported back on some issues staff wished him to raise at this meeting.</p> <p>a) Transport from the KS3 to the KS4 buildings was a concern. There were no parking facilities at the KS3 site and the bus service was irregular. The distance was about 15 minutes by foot. However, this was a problem for teachers working on both sites with a tight timetable. There were several bicycles at the KS3 site, but they had not been serviced for some time. Governors asked if they could be serviced by the students. AS replied that this was a possibility but they would require training; and funds would be needed to do this. It was <b>AGREED</b> he would flag this up to Finance Committee.</p> <p>Simone Paul said that some organisations would fund targeted young people to service bicycles provided the young person could keep the bicycle afterwards. She would email AS with further details.</p> <p>b) AS had received requests from some staff for an INSET Day to be used as for team building. He conceded that funding could be an issue. It was <b>AGREED</b> that he would carry out a survey of staff and bring a proposal to governors.</p>	<p>AS</p> <p>SP</p> <p>AS</p>
10.	<b>HEALTH AND SAFETY</b>	

	There were no matters of health and safety to discuss.	
<b>11.</b>	<b>ANY OTHER BUSINESS</b>	
<b>11.1</b>	<b><u>Governing Body</u></b>  The Director welcomed feedback from observers at the meeting and indications of interest from them if they were interested in becoming members of the governing body.	
<b>11.2</b>	<b><u>Strategic Management Committee</u></b>  There were no additional issues of PRU governance to be considered.	
<b>12.</b>	<b>CONFIDENTIAL ITEMS</b>	
	There were no confidential items to discuss.	
<b>13.</b>	<b>DATE OF NEXT MEETING</b>	
	The next full governing body meeting will be on Tuesday 7 <sup>th</sup> February 2017 at the KS3 School, Harmood Street.  The March meeting of the full governing body will now be on 21 <sup>st</sup> March 2017 at the KS4 Building, 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 6.25pm.

Signed:  Date: 07-02-2017

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