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**CAMDEN'S CENTRE FOR LEARNING**

**GOVERNING BODY**

**MINUTES OF MEETING**

**Tuesday 21<sup>st</sup> March 2017 at 5pm**

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

\*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 noted from Rosemary Smith and Aron Rename.	
<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 7<sup>th</sup> FEBRUARY 2017 (circulated)</b>	
	The minutes of the previous meeting held on 7 <sup>th</sup> February 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 3.4.3)</b> The Director reminded governors that the school Business Manager, Jane Chignoli, was still awaiting information from some governors in order to update the DfE's Edubase governor database.	<b>All governors</b>

	<p><b>Item 4.1)</b> The Clerk reported that he had not yet received all completed governor business interest forms. He would email those governors who had not yet returned their forms.</p> <p>The minutes were received.</p>	Clerk
4	<b>GOVERNANCE OF THE SCHOOL</b>	
4.1	<p><b><u>Governing Body Membership and vacancies</u></b> <i>(circulated)</i></p> <p>i) As agreed at the last meeting individual photos would be taken of governors to be placed on the school website next to a short biography of each governor. For this purpose each governor in turn would briefly leave the meeting for a photograph to be taken. It was <b>agreed</b> that the photo would be emailed to each governor for them to determine if they wished it to be published on the school website</p> <p>It was also <b>agreed</b> that the Director would email a biography template to governors to use to write their individual biographies.</p> <p>ii) The Chair reported on a recent meeting between the Director and officers from Camden to discuss the size and composition of the governing body. This year, the proportion of staff members has at times, exceeded the one third which is the statutory limit, partly as a result of resignations and because it has not proved easy recently to fill existing vacancies. Given difficulties about recruitment it might be appropriate to consider reducing the size of governing body.</p> <p>The present governance arrangements at CCfL reflect decisions taken at the formation of CCfL, in 2011, against the background of the statutory guidance then existing on the constitution of governing bodies.</p> <p>It was decided at that time that staff representation was needed from each of the three constituent bodies in the new CCfL and that heads of the existing PRUs and special school should not pre-empt the places allocated to staff but that they should be able also to attend meetings of the governing body and play a full part in committees.</p> <p>In the resulting arrangement, the Director of the LA.</p> <p>This made for a relatively large governing body and three elected staff representatives occupied the positions for staff as full members of the GB, with heads of school attending as Associate members; non-staff membership included the former community governors of Chalcot school, LA appointed governors, parents, and, for a time, officers</p> <p>(at that time 20), with a relatively large staff membership, but it was felt that this was appropriate to the new development.</p> <p>Since the PRUs and special school, continued to have separate registrations, Instruments of government were drawn up for both the governing body- strictly speaking the 'Chalcot governing body at Camden's CCfL' - and for the Management committee of the PRUs. The arrangements were confirmed in a service level agreement drawn up by the LA with Chalcot governors, which remains the basis for the governance of CCfL.</p>	AS  JL

<p>4.2</p> <p>4.3</p>	<p>In 2014, the governing body and the management committee were reconstituted, and new instruments of government produced, following the introduction of new statutory requirements, which adjusted numbers and proportions in the permitted categories of governors. The guidance also introduced the category of 'co-opted governor' and ended the category of 'community governor', which had existed previously.</p> <p>In the arrangement for the governance of CCfL developed in discussions in 2014, a new and arguably more realistic number of 3 was set for parent governors, and the numbers for LA appointed governors and for staff representative were in each case reduced to 1, as required. The number of co-opted governors was set at the relatively high figure of 13, in order to retain the contributions of some existing members and to rectify what was felt to be the anomalous position of senior staff attending the governing body as associate members.</p> <p>In outlining his proposal, following the meeting with LA officers, the Chair began by noting that there were currently 3 vacancies on the governing body. The Chair's initial proposal was as follows:</p> <ul style="list-style-type: none"> <li>• the governing body be reduced from 19 to 16 governors;</li> <li>• consideration be given to reducing the number of governors who are members of staff, with their status changed to that of associate member or observer; subject to further discussion of this by staff members,</li> <li>• consideration be given, subject to a skills analysis, to obtaining governor representation from a multi-agency organisation or CAMHS.</li> </ul> <p>Following discussion governors were in agreement that streamlining the governing body could bring significant improvements. eg challenge, succession planning. As a consequence to reducing the size of the governing body, it may also be necessary to look at the structure of the sub-committees. Some further clarification of the position with regard to the Management committee for the PRUs and the service level agreement may also be necessary.</p> <p>It was agreed that the Chair would submit a detailed proposal to the next full governing body on 16<sup>th</sup> May.</p> <p><b><u>Draft Standing Orders</u></b> (<i>circulated</i>)</p> <p>The Chair presented the draft Standing Orders document. It was a Camden model which he had adapted for the school. He had been assisted in producing the draft by Adam Kybird and Simone Paul.</p> <p>The document was approved.</p> <p><b><u>Governor Competency Framework</u></b></p> <p>The Chair tabled the first section from the Governor Competency Framework published by the DfE in January 2017. The Framework comprised 16 competencies underpinned by a foundation of important principles and personal attributes. The competencies were grouped under the headings of the 6 features of effective governance. The new governor skills audit form was based on the competencies.</p>	
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	He encouraged governors to become familiar with the competencies as governors would be asked to complete the revised skills audit form.	
<b>5.</b>	<b>DIRECTOR'S UPDATE: SIP, SEF AND OFSTED EVIDENCE</b> ( <i>circulated</i> )	
	<p>The Director presented the detailed SEF and a summary</p> <p>She reminded governors that there were 3 divisions within Camden Centre for Learning (CfL): KS3 PRU; KS4 PRU and the Special School. They were subject to individual Ofsted Inspection.</p> <p>The summary SEF was divided into the 4 Ofsted areas:</p> <ul style="list-style-type: none"> <li>- Effectiveness of Leadership and Management</li> <li>- Quality of Teaching, Learning &amp; Assessment</li> <li>- Personal Development, Behaviour and Welfare</li> <li>- Outcomes for Children and Learners.</li> </ul> <p>All governors should be familiar with the SEF, as Ofsted Inspectors will be asking questions based on the document and asking governors how they were using it to challenge the Director and the Senior Leadership Team (SLT).</p> <p>Governors were split into 3 groups to discuss each of the first 3 headings in the summary SEF. A member of staff was assigned to each group. Governors needed to ask if there was sufficient evidence in the SEF in order for them to challenge; and what further evidence did they require to challenge the Director and SLT effectively.</p> <p>Governors reported back to the full meeting.</p>	
<b>5.1</b>	<p><b><u>Effectiveness of Leadership and Management</u></b></p> <ul style="list-style-type: none"> <li>• <b>How would governors know that staff were performing effectively and the SLT were managing this well?</b> This could be evidenced by examining performance management and external validated evidence such as reports by the Camden Professional Partner. This would be discussed in more depth at sub-committees.</li> </ul>	
<b>5.2</b>	<p><b><u>Quality of Teaching, Learning and Assessment</u></b></p> <ul style="list-style-type: none"> <li>• <b>How can governors know that teaching was good or outstanding?</b> Evidence was required to make this statement more specific and measurable. This was in detailed Governor Reports presented to Governors. Governors thought it would be helpful to summarise key data in SEF</li> <li>• The Teaching and Learning Monitoring Cycle sets expectations for all staff and ensures rigorous accountability at all levels. <b>How do governors evidence this?</b> Governors could cross reference this with pupil progress data and looking at the quality of marking and</li> </ul>	

	feedback. They could also look at the CPD records or talk to individual teachers.	
<b>5.3</b>	<p><b><u>Personal Development, Behaviour and Welfare</u></b></p> <p>The group looked at the reporting system. Reports were fed through to sub-committees and the full governing body. For example, attendance was an area for development and governors could track data through the reporting process.</p> <p>The Chair thanked the Director for the SEF.</p>	
<b>6.</b>	<b>REPORTS FROM COMMITTEES</b> <i>(circulated)</i>	
<b>6.1</b>	<p><b><u>Finance, Staffing and Remuneration Committee</u></b></p> <p>Adam Kybird reported back on the meetings held on 21<sup>st</sup> February and 14<sup>th</sup> March. The Committee looked at the projected budget for 2017-18. There was an overspend of £100,000, although in-year finances were healthy. By 2018 CCfL would be in a deficit budget; rising further in the subsequent 2 years. The draft budget had been forwarded to Camden.</p> <p>It was agreed that AK would email the budget summary to governors.</p>	AK
<b>6.2</b>	<p><b><u>Curriculum, Pastoral and School Improvement Committee</u></b></p> <p>The Chair provided feedback from the meeting of 28<sup>th</sup> February. He highlighted the following,</p> <ul style="list-style-type: none"> <li>• the completion of the safeguarding audit, which was appendix 4 of the Safeguarding Policy;</li> <li>• The Committee noted that focus had been directed at previous meetings to Teaching, Learning and Curriculum, Attendance and Behaviour and Safeguarding, Health and Wellbeing.</li> <li>• Next term a year planner would be produced to list the policies which required to be reviewed</li> </ul>	
<b>6.3</b>	<p><b><u>Buildings and Environment Committee</u></b></p> <p>The Chair reported that the Committee had not yet met. Feedback on the next meeting would be submitted to the next full governing body meeting on 16<sup>th</sup> May.</p>	
<b>7.</b>	<b>CHAIR'S/GOVERNORS ITEMS</b>	
	. There were no Chair's or Governors' items.	
<b>8.</b>	<b>HEALTH AND SAFETY</b>	

	<p>The Director reported that a large window had fallen out of a classroom. No one was injured and Camden repaired it the same day. In addition one of the doors had had fallen off injuring a member of staff. It was a concern as both incidents appeared to be the result of the poor quality of refurbishment. Camden had carried out an urgent audit of all doors and windows on both sites and have reported they were safe.</p> <p>The Building and Environment Group were aware of the issues and would be discussing in detail. The Group Chair will be updating members at the next full governing body meeting on 16<sup>th</sup> May</p>	<p><b>Building &amp; Environment Group Chair</b></p>
<b>9.</b>	<b>ANY OTHER BUSINESS</b>	
9.1	<p><b><u>Governing Body</u></b> There was no other business.</p>	
9.2	<p><b><u>Strategic Management Committee</u></b> There were no additional issues of PRU governance to be considered.</p>	
<b>10.</b>	<b>CONFIDENTIAL ITEMS</b>	
	There were no confidential items to discuss.	
<b>11.</b>	<b>DATE OF NEXT MEETING</b>	
	The next full governing body meeting will be on Tuesday 16 <sup>th</sup> May 2017 at the KS3 School, Harmood Street.	

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 6.35pm.

Signed: \_\_\_\_\_

*A Burgess*

Date: \_\_\_\_\_

*16/05/17*

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