

**CAMDEN'S CENTRE FOR LEARNING**

**GOVERNING BODY**

**MINUTES OF MEETING**

**Tuesday 5<sup>th</sup> December 2017 at 5pm**

| <b>CO-OPTED (10)</b>   | <b>LOCAL AUTHORITY (1)</b> | <b>ASSOCIATE MEMBERS</b>  |
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| Tony Burgess, <b>Chair</b><br>Gaby Thomas<br>Liz Rattue<br>Brenda Maragh<br>Rosemary Partin<br>Catherine Getz*<br>Sandra Wallman<br>Simone Paul<br>Claire Turner | Adam Kybird                |   |
| <b>STAFF (2)</b>   | <b>PARENTS (3)</b>         | <b>OTHERS PRESENT</b>   |
| Jeanette Lowe, <b>CCfL Director</b>  |                            | Graham Watson – <b>Clerk</b><br>Cara Moore - Observer<br>Kirsti Byrne – <i>(part meeting)</i> |

**\*Denotes Absence**

|          | <b>ITEM</b>  | <b>ACTION</b> |
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| <b>1</b> | <b>WELCOME AND APOLOGIES</b>   |               |
|          | The Chair welcomed everyone to the meeting. He particularly welcomed Cara Moore who was observing the meeting as a prospective parent governor of the governing body.<br><br>Apologies were received and accepted from Catherine Getz.   |               |
| <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. The Clerk collected completed Declaration of Interests forms from those governors who had not yet done so.  |               |
| <b>3</b> | <b>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING HELD ON 10<sup>th</sup> OCTOBER 2017 <i>(previously circulated)</i></b>   |               |
|          | The minutes of the previous meeting held on 10 <sup>th</sup> October 2017 were approved as a true and accurate record and would be signed by the Chair at the end of the meeting.<br><br>There was one matter arising.<br><br><b>Item 8 – Ofsted Inspection</b><br><br>The Director provided feedback on the Ofsted Inspection carried out at the KS4 school on 29 November 2017. The school had received 24 hours notice of the inspection, and Inspectors had visited for one day. Staff were impressed with the quality of the inspection team. Inspectors scrutinised data, including the School Improvement Plan the SEF. They had also interviewed staff and |               |

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|   | <p>governors. The Director shared that it was a positive outcome, and the inspection team concurred with the judgements in the school self evaluation. The results would not be made public for a further 2 weeks.</p> <p>In response to a governor's question the Director reported that Inspectors had concentrated on two main areas: Safeguarding and attendance.</p> <p>The Chair congratulated staff and governors on the provisional outcome.</p> <p>It was <b>agreed</b> that the Director will send the Ofsted Report to governors as soon as it was published.</p>  | <p>JL</p> |
| <p><b>4</b></p>   | <p><b>ALTERNATIVE PROVISION: REPORT FROM CO-ORDINATOR</b></p>   |           |
| <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.3</b></p> <p><b>4.4</b></p> | <p>The Camden Alternative Provision Co-ordinator, Kirsti Byrne, gave a presentation on the work of the Project. She tabled briefing notes on the Programme. Governors' questions and the Director's response had previously been circulated to governors.</p> <p>Ideas developed between Camden's inclusion team, secondary headteachers and CCfL led to the setting up of Alternative Provision Project. She had been appointed as Co-ordinator in July 2017 and was directly employed by CCfL. All 10 Camden secondary schools had signed up to the project and each school agreed to fund 3 places per annum. There were 24 referrals currently on the programme. Her role as programme co-ordinator was to find providers, and monitor the attendance and progress of young people on placement.</p> <p>She was generally satisfied with the progress of the programme hitherto. She was working well with the schools and the student placements. Students felt they were part of the programme and had choices. Schools were very supportive and received regular reports on students' progress.</p> <p>The centralisation of provision has improved the quality and monitoring of placements and student progress. Good relationships with providers had also been established.</p> <p>There were still several challenges. Placements were difficult to find, particularly for students with complex needs. When a placement broke down there was often a long time period before the student could be placed with another suitable provider. It was important to employ students' time usefully between placements; and therefore it was important to have a strategy in place to manage this.</p> <p>Future actions included:</p> <ul style="list-style-type: none"> <li>• Quality assurance visits to providers;</li> <li>• Visiting new providers;</li> <li>• Produce a brochure with details of provider offers;</li> <li>• Review cases with the Director before the end of term</li> <li>• Report to the Schools Forum in January 2018.</li> </ul> <p>The North London Children's Efficiency Programme (NLCEP) comprised 5 boroughs. It met every half term and its role was to moderate quality assurance of providers across all 5 boroughs and share information. Online reports were produced to which schools had access.</p> |           |

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|   | <p>She invited questions from governors.</p> <p><b>Q Why did it appear that Ofsted judgments of providers was different to those of the NCLEP?</b><br/>Ofsted did not always look at pre-16 provision. Her requirements around pre-16 provision were different. The Director added that as Ofsted requirements changed, those of the NLCEP also needed to change.</p> <p><b>Q How did CCfL manage the education of students coming on roll whose previous placement had broken down; perhaps due to poor attendance?</b><br/>This needed to be managed carefully. If the student had long running attendance issues the school would provide support for the student, including input from the Education Welfare Officer. The Director stated she would be meeting Camden's Director of Education to discuss.</p> <p><b>Q Were there occasions when a student was assigned to a provider outside the borough?</b><br/>Yes this was not uncommon. The school would try and support Camden providers. However, currently there were only 2 Camden providers. It was beneficial if the provider was near the student's home; and this could be an out of borough provider.</p> <p><b>Q How can student baseline data be established?</b><br/>This was difficult as schools held student data in different formats. There was also a difficulty in accessing the data.</p> <p>Governors thanked Kirsti for her presentation. She left the meeting</p> | <p>JL</p>                                     |
| <b>5</b>                                    | <b>GOVERNANCE OF THE SCHOOL</b>   |   |
| <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> | <p><b><u>Governing Body Membership and vacancies</u></b> <i>(previously circulated)</i></p> <p>The Chair reported that Ashley Summercorn had resigned from CCfL An election for a staff governor would be held in due course. The Chair thanked Ashley for his work on the governing body.</p> <p>The Chair also confirmed that Aron Rename had resigned from the governing body.</p> <p><b><u>Meet the Governors</u></b></p> <p>The Chair thanked those governors who had completed their short biographies. The Director added she would write to those governors who had not yet returned their biographies. It was proposed that a working group comprising staff and governors be formed to look at the school website.</p> <p><b><u>Parent Governors</u></b></p> <p>The Chair reported that he was aware of the difficulty of recruiting and retaining parent governors, and he would be looking at alternative ways of recruitment of parent governors onto the governing body. Parent and student focus groups had been set up and would be reporting back to the next meeting of the Curriculum, Pastoral and School Improvement Committee on 27<sup>th</sup> February 2018.</p> <p><b><u>Governor Hub</u></b></p>   | <p>JL</p> <p>Chair/JL</p> <p>Chair<br/>RP</p> |

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|          | <p>The Chair proposed that he, the Vice Chair and Director liaise to design a plan on use of the Governor Hub. This was <b>agreed</b>.<br/>It was also <b>agreed</b> that the Chair, Vice Chair, Director and School Business Manager be added as administrators for Governor Hub.</p> <p><b>Governor Training – TDS Offer</b> (<i>previously circulated</i>)</p>   | <p><b>Chair/SP/JL</b></p> <p><b>Clerk</b></p>                           |
| 5.5      | <p>The Chair had previously circulated the list of Camden governor training. Simone Paul reported she had attended the Camden Chairs Forum. The Chair reported he would be attending Child Protection and Prevent training. Sandra Wallman reported she had attended training on the National Curriculum. The Chair advised that governors who wished to attend any of the training sessions to do so through Camden Learning.</p>  | <p><b>All governors</b></p>   |
| 5.6      | <p><b>Governor Wine and Cheese reminder</b></p> <p>The Chair reminded governors that the Governor Cheese and Wine party would be held at the KS4 school on 13<sup>th</sup> December at 4pm.</p>   |   |
| <b>6</b> | <b>SAFEGUARDING UPDATE</b>  |   |
|          | <p>Simone Paul reported that the Camden Safeguarding Children Board (CSCB) was currently involved in a responding to a consultation paper revising the statutory guidance on Working Together to Safeguard Children. This would be an agenda item on the next meeting of the Curriculum, Pastoral and School Improvement Committee on 27<sup>th</sup> February 2018.<br/>She will keep governors informed of changes in the guidance.</p> <p>It was <b>agreed</b> that the Safeguarding Audit carried out at CCfL last year would be sent to Camden for moderation.</p> <p>The Director advised that Appendix 2 of the E-Safety and Social Media Policy needed to be signed off by governors, and in future annually. It was <b>agreed</b> she would re-send the policy to governors.</p> | <p><b>RP</b></p> <p><b>Chair</b></p> <p><b>All governors<br/>JL</b></p> |
| <b>7</b> | <b>SCHOOL IMPROVEMENT PLAN 2017-18: GOVERNOR QUESTIONS AND PRIORITIES</b> ( <i>previously circulated</i> )  |   |
| 7.1      | <p>The Director presented the School Improvement Plan for 2017-18 with prior questions asked by governors with her responses. She would update the SIP when the Ofsted Report was received.<br/>Behind the overall SIP were detailed action plans for particular areas eg Teaching and Learning, SEND, which fed into the SIP.<br/>Governor visits were an important method of checking data produced by the school. One of the focused visits agreed as a result of governors' feedback was on attendance.</p>   |   |
| 7.2      | <p><b>Q Was there any aspect of the SIP which was of concern to the school leadership team?</b></p> <p>There were no major concerns at present as it was the start of the year. However, there were challenges relating to attendance in KS3, particularly with</p>   |   |

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|          | <p>students with more complex needs. This was taking up significant resources. Small groups of students had entrenched poor attendance and the school was looking at creative ways of addressing this.</p> <p>A key objective of the SIP was to identify the focus of governor visits to the school. In her response to governors questions on the SIP feedback sheet the Director proposed visits relating to the following areas;</p> <ul style="list-style-type: none"> <li>- Curriculum, Assessment;</li> <li>- the work of Learning Communities;</li> <li>- Oracy.</li> </ul> <p>It was <b>agreed</b> that the following additional areas would be added</p> <ul style="list-style-type: none"> <li>- Attendance;</li> <li>- Education welfare provision;</li> <li>- Multi agency work at CCf;</li> <li>- Writing curriculum in KS3/4.</li> </ul> <p>The Chair had produced a governor visit report template for governors to use following the visit. In response to the request for volunteers to carry out visits for the above areas, the following was <b>agreed</b>:</p> <p>Oracy - Sandra Wallman;<br/> Curriculum – Claire Turner;<br/> Attendance: - Rosemary Partin and Simone Paul (the latter concentrating on students coming onto the school roll from alternative provision).</p> <p>Governors thanked the Director for her report.</p> | <p>JL</p> <p>SW<br/>CT<br/>RP/SP</p> |
| <b>8</b> | <b>GOVERNOR VISITS</b>  |                                      |
|          | <p>Governors noted the Chairs' report on visits during the autumn term, previously circulated.</p> <p>Rosemary Partin had visited the KS3 school in November with a focus on attendance and nurture. She had requested a similar visit to the KS4 school next term.</p>   |                                      |
| <b>9</b> | <b>REPORTS FROM COMMITTEES</b> <i>(previously circulated)</i>   |                                      |
| 9.1      | <p>Autumn term</p> <p><b>Finance, Staffing and Premises Committee</b></p> <p>Adam Kybird provided feedback on the Committee meeting on 7<sup>th</sup> November 2017. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• There was a higher than expected underspend for last year. A positive overall balance of £174,391 was projected for the end of the year. However, this was a reduction in the original forecast and was reliant on the contingency amount. Income was lower than expected.</li> <li>• Alternative Provision accounts had been presented separately.</li> <li>• The terms of reference of the committee had been widened to reflect the merger of the two former committees into this Committee.</li> <li>• The Director reported on the staff Salary and Performance Review for 2016-17. Simone Paul had agreed to visit the school to monitor the robustness of the performance management process.</li> </ul>  |                                      |

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| <p>9.2</p>       | <ul style="list-style-type: none"> <li>• He will be finalising the School Financial Value Standard document with the School Business Manager before presenting to governors before the date of submission in February 2018.</li> </ul> <p><b>Q Was there a danger Camden would reduce the underspend at the end of the financial year?</b></p> <p>There was little danger providing the school could justify any underspend eg it was committed to particular lines of expenditure. Given the position of CCfL as a special school, the local authority recognised that there were fluctuations in the school budget and therefore a significant contingency was required. The Director advised that Camden had underestimated the annual maintenance costs of the school. This amount was about £10,000 per annum.</p> <p><b>Curriculum, Pastoral and School Improvement Committee</b></p> <p>Rosemary Partin reported back on the meeting held on 14<sup>th</sup> November 2017. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• There was discussion on governor visits this year and the areas for future focus; with Learning Communities and .Initiatives being possible areas</li> <li>• Both she and Tony Burgess provided feedback on the KS4 Autumn Review Day.</li> <li>• There was discussion on creative ways of how parent governors could be recruited and retained.3 potential parents would be invited to attend a parent focus group to be held at the January Review Day on 4<sup>th</sup> January 2018.</li> <li>• There was discussion on the parent and student questionnaires and ways of improving feedback from parents and students.</li> <li>• Future agenda items were discussed. This included inviting the CCfL Social Worker and Connexions Worker to present their work to the Committee on 27<sup>th</sup> February 2018.</li> </ul> <p>The Chair thanked the two Committee chairs for their feedback.</p> |  |
| <p><b>10</b></p> | <p><b>HEALTH AND SAFETY</b></p>   |  |
| <p>10.1</p>      | <p>The Director reported that there was a fire inspection carried out the previous week. Although the final report was awaited, there appeared to be no concerns. She thanked the administrative and premises staff for their support in the inspection.</p>  |  |
| <p>10.2</p>      | <p>There were still a few outstanding health and safety issues including secure gate and door closures and faulty Power Supply Units. She had contacted Camden to request these issues be addressed as a matter of urgency.</p>   |  |
| <p><b>11</b></p> | <p><b>IMPACT OF GOVERNING BODY</b></p>  |  |
|                  | <p>Governors highlighted the impact the meeting would make in respect of the effectiveness of the governing body in improving outcomes for the school:</p> <ul style="list-style-type: none"> <li>• The agreed governor visits schedule for the academic year will improve governor scrutiny and monitoring of school data.</li> <li>• The written questions by governors and Director's responses prior to the meeting will improve the quality of questions and allow considered responses; and also save time at governing body meetings.</li> </ul>   |  |

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| <b>12</b> | <b>ANY OTHER BUSINESS</b>  |  |
|           | There was no other business.   |  |
| <b>13</b> | <b>CONFIDENTIAL ITEMS</b>  |  |
|           | There were no confidential items.  |  |
| <b>14</b> | <b>DATE OF NEXT MEETING</b>  |  |
|           | The next meeting of the full Governing Body will be on 6 <sup>th</sup> February 2018 at 5pm at the KS3 School, Harmood Street. |  |

There being no further matters to discuss, the Chair thanked all for attending and the meeting was closed at 7.00pm.

Signed: ABurgess Date: 6/2/2018

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

