

School

**GOVERNING BODY**

**MINUTES OF MEETING**

Tuesday 6<sup>th</sup> February 2018 at 5pm

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

\*Denotes Absence

	ITEM	ACTION
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Gaby Thomas and Brenda Maragh, Rosemary Partin was delayed and would be joining the meeting later.	
<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>TO PROPOSE APPOINTMENT OF CARA MOORE AS A CO-OPTED GOVERNOR</b>	
	The Chair welcomed Cara Moore and proposed that she be appointed as a co-opted governor on the School Governing Body. It was originally proposed to recommend her appointment as a parent governor. However, following advice from Camden, she was not eligible for this category.  Cara provided governors with a brief summary of her background. She was currently the Area Camden Children's Home Manager. The Home had achieved an outstanding inspection 3 years in succession. She had a previous background in education and was formerly a teacher. She was looking forward to serving on the governing body.  Her appointment as a co-opted governor for a 4 year term of office was unanimously approved and she was welcomed to the governing body.	

4	<b>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING HELD ON 5<sup>th</sup> DECEMBER 2017</b> ( <i>previously circulated</i> )	
4.1	<p>The minutes of the previous meeting held on 5<sup>th</sup> December 2018 were approved as a true and accurate record apart from the following amendment:</p> <p><b>Item 5.5 final line</b> – replace ‘CCfL’ with ‘Camden Learning’.</p> <p>The Clerk would make the amendment and the minutes would be signed by the Chair at the end of the meeting.</p>	Clerk
4.2	<p>There were two matters arising.</p> <p><b>Item 3 – Ofsted Inspection</b></p> <p>Governors congratulated the Director and he staff for the Ofsted result on the KS4 school which had now been formally published</p> <p><b>Item 6</b> – The Director reported that she was still awaiting some governors’ signatures to the e-safety document she had circulated.</p>	
5	<b>DIRECTOR’S AND HEADS’ SPRING TERM DATA REPORT AND FEEDBACK</b> ( <i>previously circulated</i> )	
	<p>The Director presented her Spring term report. Governors had submitted questions and comments before the meeting and the Director had provided a written response.</p> <p><b>Q It would be interesting to look at the proportion of authorised and unauthorised absence. Was this possible?</b></p> <p>This could be done. However, the Director suggested that this could best be done by a governor examining the data and then discussed at a sub-committee. This would obviate the need to add to the Director’s Report, thus maintaining the report at a reasonable length. This was agreed.</p> <p><b>Q Do authorised absences vary with the time of year?</b></p> <p>There tend to me more authorised absences in winter, mainly due to illness. <i>Rosemary Partin joined the meeting at 5.30pm</i></p> <p><b>Q What were the reasons for the fluctuation in number of EAL students; and does the school allow for development of bilingual students?</b></p> <p>The number of EAL students was small and data for this group was not currently analysed, as it may not be that meaningful. However, this will be considered in the next data capture.</p> <p><b>Q Do many students at CCfL have no knowledge of English</b></p> <p>Although parents may occasionally not have knowledge of English it was rare for students.</p> <p><b>Q Did CCfL have a common policy on general display as a means of documenting common learning for students, staff and parents?</b></p> <p>The school looks at displays as part of a celebration and acknowledgement of student learning. In terms of oracy a number of broader ways of measuring outcomes was being examined, including lesson observation outcomes; progress towards Personal Learning Plan targets and improved reading scores supported by the development of vocabulary. :</p>	<p>JL/RP</p> <p>JL</p>

	<p>In the summer term the school would be developing the oracy assessment framework as part of the Camden Oracy Hub. The school had a detailed literacy and oracy programme.</p> <p><b>Q Was it possible to incorporate the interpretation and understanding of others as well as developing students' speaking skills?</b></p> <p>It was more important to develop oracy skills in students, particularly around creativity.</p> <p><b>Q Should the school be looking at appointing a member of staff to lead on multi agency work, or was the current distribution of duties of existing staff sufficient?</b></p> <p>The main issue was funding. There was no capacity in the budget to appoint a dedicated multi agency manager. An alternative option of one of the current multi agency team members overseeing this work would divert resources from direct work with families and young people. The Director was therefore looking at other options; eg different members of staff overseeing aspects of the team's work relevant to their role.</p> <p><b>Q Could the Director explain more about CCfL's CAMHS allocation?</b></p> <p>A new CAMHS team was in place giving cover across both schools for most of the week. There was a good balance of skills within the team, although there was no senior co-ordinator. It was agreed that this would be looked at in more detail at the Pastoral, Curriculum and School Improvement Committee.</p> <p>It was also agreed that a breakdown of multi agency support would be sent to governors. .</p> <p><b>Q Was gendered data for attendance and behaviour recorded; and were there any general difference worth noting?</b></p> <p>This was not done currently as attendance tended to be more individual than gender based.</p> <p><b>Q Regarding the Curriculum Development survey, did the school investigate the reasons why some parents had a negative response?</b></p> <p>The survey was anonymised as it was considered that this would elicit more responses from parents.</p> <p>The Director asked governors for their views on the format and presentation of the Director's Report. Following discussion the following actions were agreed:</p> <ul style="list-style-type: none"> <li>○ The Report to have a more thematic approach, involving some anonymised case studies, would be more useful and meaningful for governors rather than a narrative of data;.</li> <li>○ The Director to extract and present verbally key issues from the report;</li> <li>○ Each governor to submit one question from the report.</li> </ul> <p>Governors thanked the Director for her report.</p>	<p>JL/RP</p> <p>JL</p> <p>JL</p> <p>JL</p> <p>JL</p> <p>All governors</p>
<b>6</b>	<b>GOVERNANCE OF THE SCHOOL</b>	
6.1	<p><b><u>Governing Body Membership and vacancies</u></b> <i>(previously circulated)</i></p> <p>The Chair reported that there were 3 parent governor vacancies and one staff governor vacancy. The Clerk reminded governors that the election of a staff governor would take the governing body above the statutory ratio of the proportion of governors who were school employees. At least two out of the</p>	

	<p>three parent governor vacancies needed to be filled in order to maintain the statutory ratio.</p> <p>The Director noted that the election or appointment of a parent from the school had proved very difficult and other options needed to be considered. The following actions were agreed:</p> <ul style="list-style-type: none"> <li>○ Talk to parents at the forthcoming Student Review Day and coffee mornings; and re-advertise in the school newsletter;</li> <li>○ Advertise at Fleet Primary School;</li> </ul> <p>If the above actions were unsuccessful it was agreed to ask a co-opted governor with a school age child to change category to a parent governor.</p>	JL
6.2	<p><b><u>Meet the Governors</u></b></p> <p>The Director thanked those governors who had completed their short biographies. She was still awaiting the biographies from some governors. She would write to those governors who had not yet submitted their biographies.</p>	JL
6.3	<p><b><u>Governor Training – TDS Offer</u></b> <i>(previously circulated)</i></p> <p>The Chair reminded governors that all bookings for Camden training courses needed to be done through Camden Learning.</p>	
7	<b><u>SAFEGUARDING UPDATE</u></b> <i>(previously circulated)</i>	
	<p>The Director presented the Safeguarding Audit Report carried out by two Camden Advisers, Helen McNulty and Martin Cresswell. The audit included interviews with staff and students, and classroom observations. No governor was interviewed, The report was generally very favourable. There were several recommendations which the school was addressing.</p> <p>One of the areas the school was trying to address was regarding cases of students 'at risk' which were repeatedly opened and closed.</p> <p>Cara Moore reported for governors' information that Camden had uploaded all its safeguarding policies. .</p>	
8	<b><u>GOVERNOR VISITS</u></b> <i>(documents previously circulated)</i>	
	<p>The Chair presented the Governor Visits schedule for 2017-18. He reminded governors that at the previous meeting it had been agreed that governor visits would be focussed on 3 areas: Oracy, Curriculum and Attendance. A fourth area around initiatives with parents was to be added.</p> <p>There was an Oracy meeting on 28<sup>th</sup> March and Sandra Wallman would be attending.</p> <p>Claire Turner would email the Director to arrange dates for Curriculum visits.</p>	<p>SW</p> <p>CT</p>

	<p>The Student Review Day was on 23<sup>rd</sup> February and it was <b>agreed</b> that the Chair, Claire Turner and Rosemary Partin would contact the Director with details of their availability.</p> <p>It was agreed that the visit report template would be used for all written visit reports.</p>	Chair/CT/RP
<b>9</b>	<b>GOVERNOR HUB</b>	
	<p>Following discussion the following actions were <b>agreed</b>:</p> <ul style="list-style-type: none"> <li>○ The Clerk to upload the agenda and papers for full governing body meetings onto the Governor Hub; and email governors when this was done;</li> <li>○ The School Business Manager to upload the agenda and papers of all governor sub committees onto the Governor Hub and email governors when this was done. .</li> </ul>	Clerk SBM
<b>10</b>	<b>REPORTS FROM COMMITTEES</b> ( <i>previously circulated</i> )	
<b>10.1</b>	<p><b><u>Finance, Staffing and Premises Committee</u></b>          Claire Turner, vice chair of the FSP committee, provided feedback on the Committee meeting on 16<sup>th</sup> January 2018. The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• The School Business Manager presented the budget monitoring accounts for Q3. There was an improvement in income of £135,000. Three sets of figures were provided for the estimates for 2018-19: CCfL accounts with AP accounts included, CCfL accounts without inclusion of AP, and AP accounts presented separately.</li> <li>• The Director reported that every student receives a free breakfast and lunch. This provision may need to be reviewed should there be a reduction in the school budget.</li> <li>• Funding was only attached to students with Education Health Care Plans. Students with other needs did not attract similar funding. The Director had also enquired whether students who had been permanently excluded continued to attract funding.</li> </ul> <p>Claire presented the School Financial Value Standard document for governors' approval. The document was <b>approved</b>.</p>	
<b>10.2</b>	<p><b><u>Curriculum, Pastoral and School Improvement Committee</u></b>          Rosemary Partin reported that the next meeting was on 27<sup>th</sup> February 2018. The Committee would be discussing the Safeguarding Audit and Multi Agency Working.</p>	
<b>11</b>	<b>HEALTH AND SAFETY</b>	
	There were no Health and Safety items to report.	
<b>12</b>	<b>IMPACT OF GOVERNING BODY</b>	
	<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>• Governors' input and views regarding the recent Safeguarding Audit.</li> </ul>	

	<ul style="list-style-type: none"> <li>Written reports by governors, demonstrating knowledge of the school.</li> </ul>	
<b>13</b>	<b>ANY OTHER BUSINESS</b>	
	There was no other business.	
<b>14</b>	<b>CONFIDENTIAL ITEMS</b>	
	There were no confidential items.	
<b>15</b>	<b>DATE OF NEXT MEETING</b>	
	The next meeting of the full Governing Body will be on 20 <sup>th</sup> March 2018 at 5pm at the KS4 School, Agincourt Road.	

There being no further matters to discuss, the Chair thanked all for attending and the meeting was closed at 6.45pm.

Signed: ABurgum Date: 20/03/18

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