

**CAMDEN'S CENTRE FOR LEARNING**

**GOVERNING BODY**

**MINUTES OF MEETING**

**Tuesday 10<sup>th</sup> October 2017 at 5pm**

<b>CO-OPTED (10)</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	
<b>STAFF (2)</b>	<b>PARENTS (3)</b>	<b>OTHERS PRESENT</b>
Jeanette Lowe, CCfL Director Ashley Summercorn*	Aron Rename*	Graham Watson – Clerk

\*Denotes Absence

	<b>ITEM</b>	<b>ACTION</b>
<b>1</b>	<b>WELCOME AND APOLOGIES</b>	
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from Claire Turner and Ashley Summercorn. Liz Rattue 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. The Clerk collected completed Declaration of Interests forms from those governors present.	
<b>3</b>	<b>ELECTION OF CHAIR AND VICE CHAIR</b>	
<b>3.1</b>	The Clerk reported that there would be an election of the Chair and Vice Chair for a period of 12 months. He had received one nomination for Chair, the current holder Mr Tony Burgess. As there were no further nominations from governors present the Clerk invited governors to cast their votes. Governors voted unanimously to re-elect Mr Burgess for a further 12 month term of office.	

3.2	<p>The Clerk reported that the current Vice Chair, Mr Adam Kybird, had earlier declared that he would not be seeking re-election as Vice Chair. One nomination had been received from Ms Simone Paul. As there were no further nominations from governors present the Clerk invited governors to cast their vote. Ms Paul was elected unanimously to serve as Vice Chair for a 12 month term of office.</p>	
4	<p><b>MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING HELD ON 4<sup>th</sup> JULY 2017 AND FROM THE GOVERNORS' PLANNING MEETING ON 12<sup>TH</sup> SEPTEMBER 2017</b> <i>(previously circulated)</i></p>	
4.1	<p><b><u>Full Governing Body Meeting 4<sup>th</sup> July 2017</u></b></p> <p>The minutes of the previous meeting held on 4<sup>th</sup> July 2017 were approved as a true and accurate record and would be signed by the Chair at the end of the meeting.</p> <p>There were no matters arising.</p>	
4.2	<p><b><u>Full Governing Body Planning Meeting 12<sup>th</sup> September 2017</u></b></p> <p>The minutes were agreed.</p> <p>The Chair thanked Simone Paul for her report on the Organisation of the governing body. Several recommendations had been accepted. Including the following'</p> <ul style="list-style-type: none"> <li>• timed agendas and a modified agenda format;</li> <li>• pre-prepared questions from governors;</li> <li>• using new technology in meetings eg ipads and Governor Hub.</li> <li>• Merging the Buildings and Environment, and Finance, Staffing and Remuneration Committees to form a new Finance, Staffing and Premises Committee;</li> <li>• A more structured recording of governor visits.</li> </ul>	
5	<p><b>ATTAINMENT AND STANDARDS REPORT</b> <i>(previously circulated)</i></p>	
	<p>The Director presented the Achievement and Standards Report 2014-2017. Questions regarding the content of the report had been sent to her before the meeting. The Director had tabulated governor questions together with her replies and this document was tabled at the meeting. This manner of reports handling had been one of the suggestions in SP's report on her visits to other GBs. At the conclusion of the item, it was felt to be a useful exercise and the discussion of governor questions gave a steer for future governor visits.</p> <p>The Director highlighted some questions and her response</p> <p><b>Q 3 students in KS4 remained at KS3 due to social emotional development needs. Were these pupils studying KS4 curriculum and attending the KS3 site, or have they been put back a year?</b></p> <p>One student was 'at risk' and the other two were not at the appropriate stage of development to move to KS4. At KS3 level students were grouped on need rather than age.</p>	

<p><b>Q Will these students be Are these students be at a disadvantage academically by following the KS3 curriculum?</b> No; partly, because the skills being taught at KS3 were also essential for KS4. These students would be studying for GCSE, though remaining at the KS3. It was just that the approach would be at their level.</p> <p><b>Q Why had no students referred to the PRU opted to attend full time alternative education placements?</b> Some students had shown initial interest in a college place but had changed their mind. Many students socially and emotionally were not ready for full time college education. Provision at CCfL had also improved and increased choices for students. The school had carried out a questionnaire at KS4 to obtain student feedback. However, in future the school would spend more time analysing qualitative rather than quantitative data, as this was often more important.</p> <p><b>Q How do governors know that the progress identified in the report is actually happening?</b> Governor visits would enable governors to confirm the progress outlined in the report. As reported previously, an extensive programme of staff moderation and staff training had accompanied the development of the assessment regime. This could be an area, where presentations to the full governing body by curriculum leaders would be helpful, or where governors might like to arrange a focused visit.</p> <p><b>Q What prizes were given for student attendance?</b> Prizes included raffles, half termly trips and donations from the Education Welfare Service (EWS). Staff were working hard to improve attendance. It was suggested that a focussed governor visit around attendance could be made and also a presentation to governors. It was agreed the Director would investigate these options.</p> <p style="text-align: right;"><i>Liz Rattue joined the meeting at 5.30pm.</i></p> <p>Attendance at KS3 was above the national average for PRUs. EWS provision at CCfL had varied over time. Following representations to Camden the local authority had originally assured the school that the EWS would be part of central provision to CCfL. This arrangement appeared to have changed and the Director had written to the Director of Education to clarify whether the EWS remained as a centrally resourced provision or whether it was intended that CCfL should now pay for this service.</p> <p><b>Q What percentage of parents and students responded to the school's questionnaires?</b> About 65% of parents had responded. The analysis was correct in the report but the dates were incorrect. This would be corrected. The Director will also ensure that the return from students is 100%.</p> <p><b>Q has the school considered forming parent focus groups in order to tackle attendance?</b> Staff had tried discussion groups with parents and also talked to them individually. However, it was difficult to get parents to attend group sessions. The school had also tried visiting parents at home to endeavour to improve attendance. Other organisations also carried out outreach work to support parents in improving student attendance.</p> <p>Reviewing governor's questions on the Attainment and Standards Report, 3 areas were agreed where focused governor visits could be helpful in monitoring and supporting school practice:</p>	<p>JL</p> <p>JL</p> <p>JL</p> <p>JL</p> <p>JL</p>
--	---

	<ul style="list-style-type: none"> <li>- Safety;</li> <li>- Assessment;</li> <li>- Attendance.</li> </ul> <p>It was also <b>agreed</b> that the document, produced by the Director, which recorded the questions asked by governors and conveyed her responses, will be sent to governors with the draft minutes.</p> <p>The Chair thanked the Director for her report.</p>	JL/Clerk
<b>6</b>	<b>GOVERNANCE OF THE SCHOOL</b>	
6.1	<p><b><u>Governing Body Membership and vacancies</u></b> <i>(circulated)</i></p> <p>The Chair reported that Raj Munisami and Linda Plummer had resigned. Chris Jackson had confirmed his resignation The Chair thanked them for their work on the governing body.</p> <p>The Clerk noted that there were currently no parent governors on the governing body and the number of governors who were employees at CCfL was above the statutory ratio. It was <b>agreed</b> to seek to form a parents group through meeting parents at the next student review day on 3<sup>rd</sup> November, and also to talk to parents at coffee mornings. It was hoped this would encourage interest in parents to becoming school governors.</p> <p><b><u>Revised Constitution</u></b></p>	JL
6.2	<p>The Chair circulated the revised Instruments of Government for CCfL, which had been discussed at previous governing body meetings. The revised Instruments incorporated revisions for the Governing Body and the PRU Management Committee. The Governing Body had been reduced from 19 to 16 members. It had been signed off by the local authority.</p> <p>The Instrument of Government was <b>approved</b>.</p>	
6.3	<p><b><u>CCfL Governors' Code of Conduct</u></b> <i>(previously circulated)</i></p> <p>The Chair presented the Governors' Code of Conduct for 2017/18. The document was <b>agreed</b> and signed by all governors present.</p>	
6.4	<p><b><u>Governor Skills Audit Report</u></b> <i>(previously circulated)</i></p> <p>The Chair presented an analysis of the skills of the current governing body members, which he had carried out with the School Business Manager. He had identified no major gaps but would keep this under review.</p>	
6.5	<p><b><u>'Meet the Governors' statement, attendance record, website issues</u></b></p> <p>The Chair thanked those governors who had completed their short biographies and photo to be published on the school website. It was <b>agreed</b> that all</p>	



	<ul style="list-style-type: none"> <li>• More focussed governor visits to KS3 and KS4 schools to confirm data presented at governing body meetings, and the School Improvement Plan;</li> <li>• Arrange coffee mornings to engage parents to assist in the improvement of student attendance;</li> <li>• Use governor knowledge and skills to look at problems facing the school leadership in new ways.</li> </ul> <p>Helen noted that the provision of case studies was useful to demonstrate to Ofsted that actions to address difficult issues such as attendance had been tried.</p> <p>The second exercise revolved around asking challenging questions in meetings. It was important to explore and challenge statements made by the school leadership in meetings.</p> <p>Governors noted that questions posed by governors were recorded by the clerk in GB minutes and also that the new manner of handling the Attainment and Standards report that had been introduced this meeting invited governor questions.</p> <p>Governors agreed that it would be useful for school leaders to be more explicit in stating they were struggling on certain issues. Governors could then directly address the issue to suggest possible solutions in order to support the leadership team.</p> <p>The Chair thanked Helen for her interesting and useful presentation.</p> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> <li>• To send the presentation slides with the minutes to governors.</li> <li>• The Chair and Director to produce a schedule and protocol of governor visits.</li> </ul>	Director/Clerk Chair/Director
<b>9</b>	<b>REPORTS FROM COMMITTEES</b> <i>(previously circulated)</i>	
	The minutes of the Finance, Staffing and Remuneration, and Buildings and Environment Committees were received.	
<b>10</b>	<b>HEALTH AND SAFETY</b>	
	. There were no health and safety issues to report.	
<b>11</b>	<b>IMPACT OF GOVERNING BODY</b>	
	<p>Governors highlighted the impact of the governing body:</p> <ul style="list-style-type: none"> <li>• The presentation from Helen McNulty was useful in focussing the governing body on ways of providing challenge to the Director and her leadership team;</li> <li>• The new model agenda and the merging of two sub committees were intended to improve the effectiveness of the governing body.</li> </ul>	
<b>12</b>	<b>CONFIDENTIAL ITEMS</b>	
	There were no confidential items.	
<b>13</b>	<b>ANY OTHER BUSINESS</b>	
	There was no other business.	

<b>14</b>	<b>SCHEDULE OF MEETINGS 2017-18</b> <i>(previously circulated)</i>	
	<p>The amended schedule of governors' meetings for 2017-18 was <b>agreed</b>. .</p> <p>The next meeting of the full Governing Body will be on 5<sup>th</sup> December 2017 at 5pm at the KS4 School, Agincourt Road.</p>	

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

Signed: *T. Burgess* Date: *05/12/2017*

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

