

CAMDEN'S CENTRE FOR LEARNING GOVERNING BODY
MINUTES OF MEETING
Tuesday 4 December 2018 at 5pm



CO-OPTED (10)	LOCAL AUTHORITY (1)	ASSOCIATE MEMBERS
Tony Burgess, Chair Gaby Thomas Liz Rattue Brenda Maragh Rosemary Partin* Maureen Ramsay Sandra Wallman Simone Paul Janet Grauberg	Matthew Kirk	
STAFF (2)	PARENTS (3)	OTHERS PRESENT
Jeanette Lowe, CCfL Director	Claire Turner	Graham Watson - Clerk
<i>*denotes Absence</i>		
	ITEM	ACTION
1	WELCOME AND APOLOGIES	
	The Chair welcomed everyone to the meeting. He welcomed in particular Janet Grauberg, a new prospective co-opted governor. Apologies were received and accepted from Rosemary Partin.	
2	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	
	There were no declarations of interests in respect of items on the agenda.	
3	MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING HELD ON 9 OCTOBER 2018 (previously circulated)	
	The minutes of the previous meeting held on 9 October 2018 were approved as a true and accurate record and would be signed by the Chair at the end of the meeting. There were no matters arising.	
4	GOVERNANCE OF THE SCHOOL	

4.1	<p><u>To consider the appointment of Ms Janet Grauberg as a co-opted governor</u></p> <p>The Chair introduced Ms Janet Grauberg, a prospective co-opted governor. Both he and the Director had interviewed Ms Grauberg and recommended to the Board that she be appointed as a co-opted governor. Ms Grauberg gave a brief account of her skills and experience and the reasons why she wished to become a governor at the school.</p> <p>Ms Grauberg was appointed unanimously to be a co-opted governor for a 4 year term.</p>	
4.2	<p><u>To consider the reappointment of Tony Burgess, Gaby Thomas, Liz Rattue and Brenda Maragh as co-opted governors</u></p> <p>The Chair reported that his term of office, and that of 3 other co-opted governors expired at the end of the month. He and the other 3 governors expressed a wish to be reappointed for a further 4 year term.</p> <p>This was agreed unanimously.</p>	
4.3	<p><u>Governing Body Membership and vacancies</u> <i>(previously circulated)</i></p> <p>The Chair reported that there were currently 4 vacancies on the governing body, comprising 2 parent governors, one co-opted governor and a staff governor.</p> <p>The Clerk reported that the advice he had received from Camden was that, given the special position of CCfL, the total number of governors comprising the governing body (including vacancies) could be counted when calculating the ratio of governors employed at CCfL and the total number of governors on the Governing Body.</p>	
4.4	<p><u>Terms of reference for FSP and CPSI Committees</u></p> <p>The Chair reported that the terms of reference of the FSP and CPSI Committees had been agreed by their respective committee and had been published on the school website. The terms of reference were agreed.</p>	
4.5	<p><u>Nomination of a Careers Governor</u></p> <p>The Chair advised that it was necessary to appoint a Careers Link Governor. He proposed that, subject to her agreement, Ms Rosie Partin be appointed. This was agreed.</p> <p>It was also agreed that Maureen Ramsay be appointed SEND Link Governor.</p>	Chair
4.6	<p><u>Governor visits Autumn term, 2018 and future visits scheduled</u></p> <p>Governors reported on recent visits to the school.</p> <ul style="list-style-type: none"> • Claire Turner visited the school to look at CPD and career progression. She will produce a written report shortly. • Matthew Kirk visited the multi-agency team and his written report was to follow. The meeting was useful for him as a new governor to increase his awareness of the range of the expertise being used at CCfL. • Simone Paul had looked at the Single Central Record and was pleased to report that all her recommendations had been applied. In the spring term she planned to visit the school support team and look at exclusions. 	CT MK SP

<p>4.7</p> <p>4.8</p>	<ul style="list-style-type: none"> • Sandra Wallman will be attending a parents meeting the next day. • The Director reported that the Careers Fair was being held at the KS4 site on 8 January from 9.30am to 12.30pm. Governors were encouraged to attend, as it would be a good opportunity to meet parents and members of the multi-agency team. • The Director also reported that the School Wine and Cheese event will be on Wednesday 19 December at the KS3 site from 4pm to 5.30pm. Governors were welcome. <p><u>Preparation of questions for Spring term data report</u> The Chair requested the views of governors regarding the formulation of questions on the Headteachers' report. Governors agreed that it was useful in demonstrating challenge to the school leadership and providing a basis for discussion in the meeting. It was agreed that governors would prepare questions on the whole report, rather than assign sections to individual governors. This will be kept under review. It was also agreed that the Director would produce a glossary of acronyms used in the report.</p> <p><u>'Meet the Governors' – CCfL website</u> The Director reported that, further work was required on this, due to the significant changes in membership. She requested the recent governors to submit profiles and also photos if possible</p>	<p>SW</p> <p>All governors</p> <p>All governors</p> <p>JL</p> <p>JL</p>
<p>5</p>	<p>ALTERNATIVE PROVISION – REPORT FROM KIRSTI BYRNE (<i>previously circulated</i>)</p>	
	<p>The Director presented the Alternative Provision Programme Report for 2017-18. This was the first year of the Provision. The Alternative Provision Co-ordinator, Kirsti Byrne, apologised that she could not attend the meeting.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • The Director and Camden Secondary Heads were working on behalf of the local authority to find alternative pathways for disaffected students from mainstream education. The Programme was currently only for Y10 and Y11 students and all Camden secondary schools had bought into the provision. All providers were quality assured. • The Programme looked at 5 possible outcomes, <ol style="list-style-type: none"> i. Remaining within placement or education setting; ii. Attendance; iii. Attainment; iv. Progression Post 16; v. Parental and student satisfaction surveys. • There were currently more girls than boys on the Programme. This seemed mainly due to the tendency of more boys being excluded. Disaffected girls tended to disengage from education and therefore were potentially more suitable for the Programme. However, schools were looking at alternative pathways to exclusions and it was hoped the proportion of boys on the Programme will increase. • Out of the 18 students in Y11, 83% remained in their initial placement. Three placements broke down but all three students were transferred successfully to new placements. 	

- Overall attendance was 71%. This was below the Camden and national average. However, it was above the average for PRUs and alternative provision providers.
- One third of students took GCSEs with the remaining taking a range of functional vocational qualifications. All students, with one exception, achieved accreditation. This student progressed to Y12 and is currently on an apprenticeship course.
- Parental and student surveys currently show a high level of satisfaction with the Programme.

Comments and questions were invited from governors.

Q From the surveys there was evidence of some dissatisfaction. Did this come from particular students or was it directed at one individual provider?

The dissatisfaction was not directed at a particular provider and was from a very small number of students.

Q What happens if a student does not like a particular provider?

Students were not transferred to a provider without their consent. Most students are transferred from school to a college.

Q What was the previous alternative provision before the commencement of the Programme?

Each school was responsible for seeking out provision and referring provision to them. The Alternative Provision Programme co-ordinates this process for all secondary schools to monitor quality of provision and improve outcomes for students.

Q Was student data collected and analysed by individual schools before September 2017? Could this data be collated and analysed to show the current Programme is improving student outcomes?

Any data collected was not done in a consistent way. There was little data collated on baseline assessment and analysis of outcomes.

It was agreed that the Director would examine the data of each secondary school before September 2017 to show that outcomes for students was improving with the new Programme.

JL

Action Points

Some areas for development include,

- Increased support for students with poor attendance to improve overall attendance rates. Early identification of attendance issues and meet with providers to set targets and evaluation.
- Review gaps in alternative education provision in order to plan for 2019-20.
- Trial a new student engagement questionnaire to measure at the beginning of the programme and during the summer term, to ascertain if the programme had increased student engagement in their learning.
- Design an information brochure on the Alternative Provision Programme for parents, young people and schools.
- Liaise with Camden Secondary Heads to design a funding model for 2019-20 when schools forum funding will no longer be available and schools will be responsible for meeting full costs of the Programme if the current format was to continue beyond the 2 year pilot programme.

Q How would the new funding be structured?

The Director will submit to secondary heads an options paper in January for

	heads to decide how they wish to move forward. This will also be submitted to the full governing body meeting in the spring term.	JL
6	SCHOOL IMPROVEMENT PLAN 2018-19	
6.1	<p>Gaby Thomas and Liz Rattue presented a summary of work currently being carried out at CCfL to achieve overarching priorities.</p> <p>Gaby tabled and presented a brief summary of work she had been carrying out in developing the skills of support staff. This involved encouraging self-development and awareness, and arranging appropriate training. The central thrust of the work was to assist support staff in self-evaluation in order for them to produce an action plan. It was hoped they would achieve a standard equivalent to a Higher Level Teaching Assistant.</p> <p>There were 4 areas of development. <i>Supporting Student Learning;</i> <i>Supporting Student Emotional and Social Development;</i> <i>Supporting the Classroom Environment;</i> <i>Supporting the School Community.</i></p> <p>Objectives for each individual and their team are mapped out and specific training and workshops arranged to achieve the objectives. It was a big project but it was hoped to see the benefits in time.</p> <p>Governors were impressed with the project.</p> <p>Q Do support staff stay at CCfL or move on to other things? Some staff want to go into teaching and others want to go into other fields such as psychology. Most support staff stay at least 12 months. The Director added that she was very keen on support staff development, and a range of external training was available.</p>	
6.2	<p>Liz Rattue gave a short presentation focusing on teaching and learning. With assistance from a Camden Adviser, she was carrying out an audit with the purpose of fine-tuning teaching to produce an assessment model which will improve student progress. The Strategy Team met once a fortnight. There were 3 main areas of focus.</p> <p>i. Review current assessment process with a view to improvement One of the main targets was to increase opportunities for independent learning by KS4 students. At the same time, it was important to move KS3 students away from an over reliance on adult support.</p> <p>ii. To embed Oracy; The target was to firmly embed Oracy at CCfL in particular to enable students to speak with confidence</p> <p>iii. To improve and develop the curriculum to make it more fit for purpose for CCfL. This would involve developing the curriculum to adapt to CCfL eg developing independent lifeskills and looking at animal husbandry. The school was looking to accredit all subjects offered by CCfL. The needs of some students at CCfL were complex and needed to be catered for, especially the provision of life and social skills training. Precise planning for each student was essential to meet their individual needs. The Multi agency team was also closely involved in this work.</p> <p style="text-align: right;"><i>Brenda Maragh left the meeting at 6.35pm</i></p>	

7	SAFEGUARDING UPDATE	
	<p>The Director reported that she was updating the Child Protection Policy to reflect recent changes in legislation. The Policy will be published on the school website when finalised.</p> <p>The E-Safety declaration form was circulated for governors to sign.</p>	JL
8	REPORTS FROM COMMITTEES <i>(previously circulated)</i>	
8.1	<p>Curriculum, Pastoral, School Improvement Committee The Chair fed back on the meeting held on 20 November 2018. The following points were highlighted:</p> <ul style="list-style-type: none"> • There was discussion on Employability Destinations. • The E-Safety and Safeguarding Policies were also discussed. 	
8.2	<p>Finance, Staffing and Premises Committee Claire Turner reported back on the meeting held on 13th November 2018. The following points were highlighted:</p> <ul style="list-style-type: none"> • Income was up slightly due to an increase in the school roll. • Staff pay progression was agreed and the School Pay Policy ratified. • Discussion of the Pupil Premium Grant was deferred until the next meeting in January. 	
9	HEALTH AND SAFETY	
	There were no health and safety issues to discuss.	
10	IMPACT OF GOVERNING BODY	
	<ul style="list-style-type: none"> • The first year of the Camden Alternative Provision Programme was reviewed. • The FS Committee agreed the staff salary progression for 2018-19. • The reports from the KS3 and KS4 headteachers were discussed. 	
11	ANY OTHER BUSINESS	
	There was no other business.	
12	CONFIDENTIAL ITEMS	
	There were no confidential items.	
13	DATE OF NEXT MEETING	
	The next full governing body meeting will be on Tuesday 5 th February 2019 at KS3 School Harmood Street	

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

Signed: T. Burgess Date: 5/2/2019
Tony Burgess, Chair of Camden's Centre for Learning Governing Body