



**CAMDEN'S CENTRE FOR LEARNING
GOVERNING BODY
MINUTES OF MEETING
Tuesday 9th October 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 Claire Turner	Matthew Kirk	
STAFF (2)	PARENTS (3)	OTHERS PRESENT
Jeanette Lowe, CCfL Director	Claire Turner	Graham Watson – Clerk

*Denotes Absence

	ITEM	ACTION
1	WELCOME AND APOLOGIES	
	The Chair welcomed everyone to the meeting. He welcomed in particular the new co-opted governor, Maureen Ramsay, to her first governing body meeting. He also welcomed the new prospective local authority governor, Matthew Kirk. Apologies were received and accepted from Sandra Wallman.	
2	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	
	There were no declarations of interests in respect of items on the agenda. The Clerk circulated Declaration of Interests form for governors to complete and sign.	
3	ELECTION OF CHAIR AND VICE CHAIR	
3.1	The Clerk chaired the meeting for this item. The Clerk reported 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. The Clerk relinquished the Chair to Mr Burgess for the remainder of the meeting.	
3.2	One nomination had been received for the position of Vice Chair; from Ms Simone Paul, the current holder. 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 further 12 month term of office.	
4	MINUTES AND MATTERS ARISING FROM PREVIOUS MEETING HELD ON 10th JULY 2018 AND FROM THE GOVERNORS' PLANNING MEETING ON 18TH SEPTEMBER 2017 (previously circulated)	

<p>4.1</p> <p>4.2</p>	<p><u>Full Governing Body Meeting 10th July 2018</u></p> <p>The minutes of the previous meeting held on 10th July 2018 were approved as a true and accurate record and would be signed by the Chair at the end of the meeting.</p> <p>Matters arising</p> <p>Item 4.2: The Director updated governors on her secondment to Camden. The work she was undertaking with the local authority was mutually beneficial to Camden and CCfL. However, it was important for governors to monitor the effects on CCfL including liaising with the Senior Leadership Team. She will submit a report of her work to the next full governing body meeting on 4th December.</p> <p><u>Full Governing Body Planning Meeting 18th September 2017</u></p> <p>The minutes were agreed.</p> <p>There were no matters arising.</p>	<p>Director</p>
<p>5 GOVERNANCE OF THE SCHOOL</p>		
<p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>To consider the appointment of Mr Matthew Kirk as local authority governor</u></p> <p>The Chair reported that he and the Director had interviewed Mr Kirk and were proposing to the Board that he be appointed as the local authority governor. Mr Kirk gave a brief account of his skills and experience and the reasons why he wished to become a governor at the school.</p> <p>Mr Kirk was appointed unanimously to be a local authority governor for a 4 year term.</p> <p><u>Governing Body Membership and vacancies</u> <i>(circulated)</i></p> <p>The Chair reported that there were currently 5 vacancies on the governing body, comprising 2 parent governors, 2 co-opted governors and a staff governor. He was endeavouring to fill the vacancies as soon as possible.</p> <p>The Clerk advised that the number of governors who were employees at CCfL was above the statutory ratio. It was agreed he would check with Camden to see if there was any flexibility with the current ratio; particularly as the 3 constituent units of CCfL each had a separate DfE number and were subject to separate Ofsted Inspections.</p> <p>Matthew Kirk advised that another candidate for the LA governor vacancy at CCfL may be interested in becoming a co-opted governor. He will introduce the candidate to the Chair.</p> <p><u>Governing Body Standing Orders 2018-19</u> <i>(previously circulated)</i></p> <p>The Chair presented the Governing Body Standing Orders. There were no proposed changes and the document was agreed.</p> <p><u>CCfL Governors' Code of Conduct</u> <i>(previously circulated)</i></p> <p>The Chair presented the Governors' Code of Conduct for 2018/19.</p>	<p>Clerk</p> <p>MK</p>

<p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p>	<p>The document was agreed and was signed by the Chair on behalf of the governing body.</p> <p><u>Governor responsibilities and committee membership; and dates of governing body and committee meetings</u> <i>(previously circulated)</i></p> <p>The Chair presented a document highlighting committee and governor responsibilities. It was a working document and would be amended as necessary throughout the year.</p> <p>Claire Turner was confirmed as Chair of the Finance, Staffing and Premises Committee, and Rosemary Partin as Chair of the Curriculum, Pastoral and School Improvement Committee.</p> <p>The Chair presented the dates of all governor meetings. These were agreed.</p> <p><u>Ways of working Governor Year Planner and Policies list; Governor visits to school</u> <i>(previously circulated)</i></p> <p>The Chair presented the Governor Year Planner and Policies List for 2018-19. Each committee would have policies assigned to it for review and approval; and the list would be amended as necessary each year. Each committee would also be governed by terms of reference.</p> <p>A template school visit form was presented and agreed. The Chair reminded governors that visits to the school by members of the governing body should occur at least twice a term. Parent Review days were particularly useful for governors to have an opportunity to meet parents.</p> <p><u>Governor Hub, technology, GB meetings and documents</u></p> <p>Governors reported that Governor Hub was working well. Papers for all meetings should be circulated at last 7 days before the meeting.</p> <p><u>Governor Training</u></p> <p>The Chair advised that all governors should have received Camden Learning's new CPD brochure.</p> <p>The Director added that Camden Learning Provide monthly records of attendance on training courses. It was important that the training was monitored to ensure CCfL was obtaining value for money. Governors were required to have safeguarding training (including safer recruitment). New governors were also required to have induction training.</p> <p><u>'Meet the Governors' and website issues</u></p> <p>The Director reported that, due to the significant changes in membership, the governor profiles and photos were required for the school website. She asked the two new governors to submit these as soon as possible.</p> <p>It was agreed that all outstanding biographies and photos will be submitted to the Director by the first week after half term.</p>	<p>All governors</p>
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6	ATTAINMENT AND STANDARDS REPORT 2015-2018; SIP DRAFT OBJECTIVES 2018-19 <i>(previously circulated)</i>	
	<p>The Director presented the Achievement and Standards Report 2015-2018. Questions regarding the content of the report had been sent to her before the meeting, and she had provided written responses.</p> <p>Governors were reminded that it was previously agreed that each governor would submit at least one question each. This did not appear to be happening as the same governors were submitting questions. She and the Chair proposed that governors be assigned sections of the Attainment and Standards Report and submit questions from their area. It was agreed this would be considered and discussed further at the next full governing body meeting on 4th December. The following points were highlighted</p> <p>6.1 Characteristics</p> <p>There were 3 constituent parts of CCfL; KS3 School, KS4 School and a Special School. Each constituent school has a separate report and they are brought together in a composite report which is presented to governors. CCfL has a capacity of 100 students; 65 students in KS3 and KS4, and 35 students in the Special School.</p> <p>The Special School receives part advanced funding and the balance is payable once the student starts at CCfL. This can cause financial challenges for the school. Students joining CCfL often have complex needs. The complexity of their needs was often not known until CCfL staff undertook assessments after they joined the school roll.</p> <p>The government had introduced new grant funding for schools to support and retain pupils with complex needs in mainstream education. The danger of this funding is that schools who were unsuccessful in obtaining this grant funding may be tempted to exclude these students; thus increasing pressure on places at CCfL. The Director will monitor this as part of her secondment with Camden.</p> <p>6.2 Teaching and Learning</p> <p>Liz Rattue reported that the senior leadership team monitored the quality of teaching through lesson observations and the examination of children's books. Student progress is monitored throughout their journey through KS3 and KS4. Most teachers were at least 'good'. Those teachers who required improvement were provided with appropriate support. Curriculum Initiative meetings were held fortnightly where senior leaders could reinforce good pedagogy and good practice could be shared.</p> <p>6.3 Behaviour and Attendance</p> <p>Gaby Thomas reported that attendance was a key area for the school. A lot of work was done the previous year to address attendance. One of the challenges for CCfL is that by the time students with previous poor attendance records come on roll, their attendance problems are already firmly embedded. This affected the school's attendance data and it had been flagged up to Camden as an issue. The Director added she was also looking at the issue as part of her secondment.</p> <p>Governors expressed some concern at the increase in exclusions in KS4. In response the Director advised that exclusions were done reluctantly; but this</p>	<p style="text-align: center;">Chair/Director</p>

	<p>was always done when violence against staff was involved. A balance had to be made between protecting staff and supporting students with anger management issues. Also, a student can often benefit, after a violent incident, from having time away from the school. This could only be done through an exclusion. Exclusions tend to reduce over time, as students progress through the school. However, this often did not affect exclusion data as new students with anger issues came on roll.</p> <p>Camden's Violence Task Force had found that students who had come from a background of domestic violence, were often violent themselves. CCfL's multi agency team will be examining the results of the Violence Task Force.</p> <p>All students at CCfL have community targets. eg being polite and helpful.</p>	
6.4	<p><u>Progress and Attainment</u></p> <p>Liz Rattue reported that small cohorts distort data each year. Therefore staff have to look at student progress more creatively. GCSE structure had changed. Numeric grades were commencing next year. Math and English were more difficult but the school was pleased with Maths GCSE results this year. Every student will leave CCfL with at least functional skills in Maths and English</p> <p>Examination predictions in Maths were too high but predictions in English were accurate. In the non-core subjects student numbers were much smaller. Students generally did well in more vocational subjects. For any student not coping with working on the main school site, an outside placement will be considered.</p> <p>SEN - Gaby Thomas reported that SEN students had made good progress: In KS3 7/9 students had made better than expected progress in numeracy; 16/18 students had made good progress 16/17 had made good progress in spelling.</p> <p>Post 16 Progression – Progress had been disappointing and was a priority this year.</p> <p style="text-align: right;"><i>Rosemary Partin left the meeting at 6.15pm</i></p>	
6.5	<p><u>Objectives</u></p> <p>It was agreed that governor visits would be focused against 6 priority areas of the school as follows:</p> <ul style="list-style-type: none"> ○ Visit the CCfL support team and obtain feedback on their work. Chair ○ Examine progress in CPD eg progression reports and procedures Claire Turner ○ Examination of Exclusions- impact of the Director's work with Camden Simone Paul ○ Visit the multi-agency team Matthew Kirk and Maureen Ramsay ○ Pre-employment for students (NEET). Rosemary Partin ○ Examine the effectiveness of the assessment system to be discussed at Curriculum, Pastoral & School Improvement Committee 	<p>Chair</p> <p>CT</p> <p>SP</p> <p>MK/MR</p> <p>RP</p> <p>Agenda CPSI Committee</p>

	<p>It was agreed that the last area would be added as an objective in the Teaching and Learning section of the Attainment and Standards Report.</p> <p>The Chair thanked the Director for her report.</p>	Director
7	SAFEGUARDING UPDATE	
	<p>The Director reported that all staff had had safeguarding training. Staff had also signed the updated the DfE document 'Keeping Children Safe in Education – Part 1'.</p> <p>The Safeguarding Policy and various safety protocols were currently being updated. The updated Safeguarding Policy will be submitted to the next Curriculum, Pastoral and School Improvement Committee on 20th November, and the full governing body meeting on 4th December.</p>	Chair/RP
8	UPDATES FROM COMMITTEES	
	<p>The Chair and Claire Turner had provisionally approved the draft School Pay Policy before submission to the Finance, Staffing and Premises Committee.</p>	Chair/CT
9	HEALTH AND SAFETY	
	<p>The Director reported that a health and safety audit will be carried out by Camden at the beginning of next term and the report submitted to the Finance, Staffing and Premises Committee.</p>	
10	IMPACT OF GOVERNING BODY	
	<p>Governors highlighted the impact of the governing body:</p> <ul style="list-style-type: none"> • Governor visits schedule agreed ; • Governor visits focused on school priority areas; each governor assigned to an area. 	
11	CONFIDENTIAL ITEMS	
	<p>There were no confidential items.</p>	
12	ANY OTHER BUSINESS	
	<p>There was no other business.</p>	
13	DATES OF NEXT MEETINGS	
	<p>The next full governing body meeting will be on Tuesday 4th December 2018 at KS4 School Agincourt Road</p>	

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

Signed:

ABurgess

Date:

4/12/18

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