

CAMDEN'S CENTRE FOR LEARNING

GOVERNING BODY

MINUTES OF MEETING

Tuesday 4th July 2017 at 5pm

CO-OPTED (13)	LOCAL AUTHORITY (1)	ASSOCIATE MEMBERS
Tony Burgess, Chair	Adam Kybird*	Chris Jackson*
Gaby Thomas*		
Liz Rattue		
Brenda Maragh		
Rosemary Smith*		
Catherine Getz		
Sandra Wallman		
Simone Paul		
Claire Turner		
STAFF (2)	PARENTS (3)	OTHERS PRESENT
Jeanette Lowe, CCfL Director	Linda Plummer	Graham Watson – Clerk
Ashley Summercorn	Aron Rename*	
	Raj Munisami	

*Denotes Absence

	ITEM	ACTION
1	WELCOME AND APOLOGIES	
	The Chair welcomed those present to the meeting. Apologies were received and accepted from Rosemary Smith, Gaby Thomas and Adam Kybird.	
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 16th MAY 2017 (circulated)	
	The minutes of the previous meeting held on 16 th May 2017 were approved as a true and accurate record and would be signed by the Chair at the end of the meeting. Matters arising: Item 5.1) Capacity - The Director reported that the KS3 school was full and there would be a waiting list until more spaces were available. In the interim Camden will be providing individual tuition to those students on the waiting list.	

	<p>Capacity was now a challenge for the school. CCfL had a capacity of 100 place; 35 places for students with Education Health Care Plans (EHCP) and 65 for students permanently excluded from mainstream education.</p> <p>38 EHCP students were currently on roll. From September, CCfL were expected to take 35 EHCP students for the new academic year. She had alerted Camden to this issue.</p> <p>The Reach Programme, a programme to reintegrate students into mainstream education quickly, is also dependent on capacity. Students attend CCfL for half a term but remain on the secondary school roll. They are then integrated back into mainstream education.</p> <p>The Chair noted that funding was an issue and required close monitoring. This would be discussed at the Finance Committee meeting next week.</p> <p>Q: How were outcomes evaluated with regard to the Reach Programme? A: The needs of students were evaluated on an individual basis.</p> <p>Q: Is High Needs Block Funding still protected? A: Yes, at the moment.</p> <p>Q: Is the lack of capacity due to space or staff constraints? A: The current capacity is an agreement between CCfL and the local authority. The number of students with complex needs which can be effectively managed on one site was finite, in order to maintain quality of provision.</p> <p>Q: Was the number of permanently excluded students increasing? A: There were several factors involved. Camden's policy was not to outsource to other boroughs, but to retain provision within the borough. This increased the number of students to be educated within the local authority. There were also increased budgetary pressures on schools which could not provide the necessary resources to cope with pupils with complex needs. Budgetary pressure had also reduced external support service provision which had a wider impact on exclusions.</p>	
4	GOVERNANCE OF THE SCHOOL	
4.1	<p><u>Governing Body Membership and vacancies</u> <i>(circulated)</i></p> <p>i) The Chair reported that Aron Rename had only attended one full governing body meeting since his appointment. He will contact Aron to enquire if he still wished to remain as a governor.</p>	
4.2	<p><u>Future Constitution Proposal</u> <i>(circulated)</i></p> <p>The Chair presented a proposal for a revised constitution of the Governing Body and PRU Management Committee. The local authority had advised that the Governing Body be reduced in size. Following discussion at the last meeting the consensus seemed to be a reduction of the Governing Body to 16 would be the best option. This would meet the challenge of having an appropriate number of school governors, and also fulfil the legal requirements of the Management Committee. It was also considered beneficial to retain members of the leadership team on the governing body for their expertise. It would require the amendment of the Instrument of Government of both the School Governing</p>	

	<p>Body and the PRU. Any future vacancies would be filled after undertaking a skills audit of the governing body. The proposal was approved.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • To reduce the size of the governing body from 19 to 16; • To submit the amended Instrument of Government for both the governing body and PRU management committee to the local authority for approval; • Simone Paul to observe governing body meetings of Fitzjohn Primary School, Netley and the Royal Free Hospital Children's School. <p>4.3 <u>'Meet the Governors' statement, attendance record, website issues</u></p> <p>It was agreed that the Director will send the biography template to governors to assist them in completing their biographies to be published on the school website. Governors would return biographies by the end of term.</p> <p>4.4 <u>Revised Governors Skills Audit</u></p> <p>The Clerk reported that he was still awaiting completed skills audit forms from some governors. He would liaise with the School Business Manager to confirm returned forms</p> <p>It was agreed that governors would complete the skills audit form and return to the clerk by the end of term. This would be published on the school website in an anonymised form.</p>	<p>Chair/Clerk</p> <p>SP</p> <p>JL</p> <p>All governors</p> <p>Clerk</p> <p>Chair/JL</p>
5	DIRECTOR'S REPORT (<i>circulated</i>)	
	<p>The Director presented a report on the Alternative Provision Project. The purpose of the Project was twofold,</p> <ol style="list-style-type: none"> a) To increase capacity within Camden of alternative provision for students; b) To increase the range of alternative provision within the local authority eg college access <p>If schools had a wider range of options, they could refer pupils directly to alternative providers rather than through CCfL. Funding of £225,000 had been secured for the project for a 2 year period, commencing in September 2017.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • The Pilot would initially target Y11 students. • A project co-ordinator, Kirsti Byrne, had been appointed, initially for one year working 4 days a week, with an option for a further year should the Project be successful. The post was financed from grant 	

	<p>funding. There would therefore be no impact on CCfL's budget or the quality of provision offered by CCfL</p> <ul style="list-style-type: none"> • An Assessment and Placement Officer, based in Camden's School Inclusion Team, will work under the Project Co-ordinator to support student placements. Funding for this post will also be allowed for from within the project. • CCfL will refer students it considers suitable to return to mainstream education to the Fair Access Panel (FAP) for decision. • Students will be jointly on the secondary school and college rolls for the autumn term; and subsequently jointly on the CCfL and college rolls. • Alternative provision data will be highlighted separately by the Director in the Director's Report and will count as part of the data outcomes for CCfL. • The Project will be evaluated with headteachers in spring 2018, in time for any changes to be made for the start of the next academic year. • There were currently 2 principal Providers, Westminster Kingsway College and Wac Arts College; and negotiations were under way with Cornell College to become a provider. • Wac Arts College will be reserving 40 places for the Project, and secondary schools will be able to submit up to 3 pupils each. <p>Q: Will colleges be able to cope with students with complex needs? A: The Providers selected have a proven track record in supplying education to 14-16 year olds. However, students with more complex needs will probably remain at CCfL. Some students will remain at CCfL but would be released to attend college one day a week. In addition the Project Co-ordinator and Placement Officer will be monitoring students regularly to ensure their educational needs and welfare are being met. Liz Rattue noted that this was a good addition to CCfL provision. There would be opportunities for students to do a wide variety of college courses at different levels on day release from CCfL.</p> <p>Q: How was success determined? A: There were termly reports on each student regarding their attendance and engagement. Retention rates will also be examined. As long as a student showed engagement with the course Westminster Kingsway have guaranteed a place at the college in Y12.</p> <p>Q: What was the financial liability if a student dropped out of a college course? A: Funding for alternative provision was provided by the student's secondary school. There would be no financial liability for CCfL.</p> <p>Q: Will T-Levels affect students under 16? A: At the present time this only applied to post 16 students.</p>	
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	<p>Q: How will the Project be marketed? A: Schools will use their resources to publicise the Project, possibly online through social media. As many CCfL parents did not have computer facilities the school will be publicising the Project through face to face contact with them.</p> <p>Q: What would happen to a student who dropped out of the assigned placement? A: The student would initially return to CCfL and a reassessment carried out. The Project will enable more data to be collated for the student, facilitating a possible reallocation to an alternative placement. It was hoped that, with the constant support of the 2 Project Officers, this scenario would be rare</p> <p>The Chair thanked the Director for her presentation.</p>	
6	ISSUES FOR GOVERNOR DISCUSSION	
	There were no issues for governor discussion	
7	SAFEGUARDING	
	<p>The Director reported that the CFC Safeguarding Board had recognised the high quality of safeguarding at CCfL, which had also been highlighted in the recent Ofsted Inspection. The CFC Executive Director had made reference to this in the minutes of the Board meeting.</p> <p>The Director will circulate a copy of the minute to governors.</p>	JL
8	REPORTS FROM COMMITTEES	
8.1	<p>The Chair asked chairs of the 3 sub-committee to summarise the work of their committees during the academic year.</p> <p><u>Buildings and Environment</u></p> <p>Sandra Wallman highlighted the following:</p> <ul style="list-style-type: none"> The work of the Committee had been dominated by 'snagging' issues following the refurbishment during last summer. The most urgent was the external and internal doors at both sites. There was a lot of discussion with Camden regarding the responsibility for repairs and replacements. The Committee had been disappointed with the responses received from the local authority and the delay in resolution. However, governors have now been assured by Camden that the door problems will be resolved over the summer. The Director has written to Camden to express concern that urgent health and safety issues were not being addressed with sufficient urgency. 	

8.2

- Problems relating to fire alarms, damp in the KS3 kitchen and asbestos 'leakage' from the railway building behind KS3, have now been resolved.
- The new Health and Safety policy was approved.
- The BAM training and maintenance handbook was on site; with thanks to Catherine Getz for chasing up.
- It had been agreed that the KS4 outside space be jointly used and managed by CCfL, Fleet Primary School and the local authority. A letting agency would be employed.

The Chair thanked Sandra for her report.

Finance, Staffing and Remuneration

The Chair highlighted the following:

8.3

- The school accounts were monitored quarterly.
- The budget had been set for the year and the Committee were monitoring the 5 year budget plan.
- In November 2016 the committee had received the Director's report on staff performance and salary progression.
- The Pupil Premium Report had been received and monitored by the committee in November 2016.

Curriculum, Pastoral and School Improvement

The Chair highlighted the following:

- The committee monitored several Policies including Teaching and Learning, Anti- Bullying, Attendance and Behaviour, Safeguarding, E-Safety, Social Media and SEND.
- A Safeguarding audit was jointly completed by staff and governors in the spring term.
- The committee had received presentations in the current year from assistant heads on Attendance, Behaviour, Preparation for an updated application for Healthy Schools status and the audit of CCfL's work in relation to Children at risk of Sexual Exploitation (CSE) completed in autumn 2016.

Q: Has Prevent training been completed?

A: Prevent training has been carried out within the classroom context. There was ongoing discussion of Prevent and British values. Safeguarding training had been arranged for all staff. The school Social Worker as a Camden designated safeguarding trainer and assisted in inducting new staff. Some governors had attended the fortnightly multi-agency staff meetings. Students were also encouraged to talk about various issues.

9	HEALTH AND SAFETY	
	. There were no health and safety issues to report.	
10	FEEDBACK FROM GOVERNOR TRAINING AND SCHOOL VISITS	
	<p>Governors reported that they had carried out the following training and visits:</p> <ul style="list-style-type: none"> • Simone Paul had completed the Camden Governor Induction programme; she had also visited the school to meet the SEND co-ordinator. It had been a very useful and instructive session. • Tony Burgess and Simone Paul had undertaken updated safer recruitment training, together with Liz Rattue, Head of the KS3 School. It had been useful to attend this together. • Claire Turner had commenced the Governor Induction Programme. • Sandra Wallman and Simone Paul had attended the Safeguarding training for staff, provided at the beginning of the Easter term. SL had also visited the KS3 School to observe lessons, and the assembly. She expressed appreciation of the commitment of staff. <p>Jeanette reported that the Y9 Leavers event was on 19th July. Governors were welcome to attend and details of the event will be sent to governors shortly.</p>	JL
11	CHAIR'S/GOVERNORS ITEMS	
	There were no Chair's or Governors' items.	
12	IMPACT OF GOVERNING BODY	
	<p>Governors highlighted the impact of the governing body:</p> <ul style="list-style-type: none"> • Governor sub committees had reported back on their work over the academic year; • Support for the Alternative Provision Project which would have a significant impact on the outcomes for young people in Camden, as well as for CCfL students; • Action had been taken to improve the effectiveness of the governing body, by, <ul style="list-style-type: none"> - discussion and approval of a new Constitution; - Simone Paul would be observing governing body meetings of 3 schools and reporting back at the Governors Planning Meeting in the new year. 	
13	STRATEGIC MANAGEMENT COMMITTEE ITEMS	
	There were no additional issues of PRU governance to be considered.	
14	ANY OTHER BUSINESS	
14.1	<u>.Camden STEAM Commission</u>	

	<p>Ashley Summercorn presented a verbal report on Camden's STEAM Commission, and circulated a leaflet with further details. The purpose of the Commission was to highlight the skills which would be required for jobs in the future, and improve employment opportunities for local young people.</p> <p>Jeanette and Liz noted that CCfL needed to provide students with the skills employers required. Eg Communication. It was als necessary to provide access to students to the world of work. This was currently a challenge, as it was very difficult to obtain work experience placements for students.</p> <p>The following actions were agreed:</p> <ul style="list-style-type: none"> • To discuss at the next Curriculum, Pastoral and School Improvement Committee; • To add as an agenda item at the Governors Planning Meeting in September. 	Chair/JL
15	CONFIDENTIAL ITEMS	
	There were no confidential items to discuss.	
16	SCHEDULE OF MEETINGS 2017-18 <i>(circulated)</i>	
	<p>The schedule of governors' meetings for 2017-18 was agreed, subject to further confirmation at the Governors planning meeting.</p> <p>The next meeting of the full Governing Body will be the Governors Planning Meeting on Tuesday 12 September, 2017, 5:00 pm, KS4 School, Agincourt Road</p>	

There being no further matters to discuss, the Chair thanked all for attending and the meeting was closed at 6.40pm.

Signed: *T. Burgess* Date: *10/10/17*

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