

CARLTON PRIMARY SCHOOL

Draft General Minutes of the Full Governing Body Meeting held on Tuesday 27 September 2016 at 5.30pm

Attendance:

Kate Jarman – **Chair**
Jacqueline Phelan – **Headteacher**
Marianne Pringot
Tim Carew
Nick Bethune
Noella Bello Castro
Hugh Graham
Shayne Davids
Sarah Kirkness
Jess Wren
Jessie Brill
Mandi Howells
Georgiana Harcourt-Brown

Others Present:

Helen Hill – **Governor Support Clerk**

1.	APOLOGIES FOR ABSENCE	Action
1.1	Apologies for absence were received in advance of the meeting from Michael Hollis.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	Action
2.1	There were no declarations of interests.	
3.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON MONDAY 6 JUNE 2016	Action
3.1	With a minor amendment the Minutes were accepted as a correct record.	
4.	HEADTEACHER'S REPORT	Action
4.1	The Headteacher introduced this item. The main issues outlined were that: <ul style="list-style-type: none">the October 2015 census reported that there were 360 pupils registered at the school;	

4.	HEADTEACHER'S REPORT (cont'd)	Action
	<ul style="list-style-type: none"> • children were still being interviewed for a place at the school; • the census day was 6 October 2016 and the number of children on site that day would determine the school's budget for the financial year; • pupils attendance and persistent absences were being closely monitored and followed up by the school; • the attendance of children in the reception class was being followed up by home visits, telephone calls, etc; • the monitoring of punctuality and lateness was being targeted at particular families of the school. This issue was linked to the attendance data; • SEND data for the summer term was reported on in the report; • the Pupil Premium Funding data for the financial year 2015/2016 showed that the school had received £293.40 for the year. SK and the Headteacher to meet to discuss Pupil Premium data in more detail; • Pupil Premium Funding analysis would be presented at the next School Improvement Committee to indicate which outcomes had been achieved for the end of the year; • the School Standards Summary was still provisional as the National Standards had yet to be published. This was due in October. 	<p style="text-align: center;">SK/JP</p> <p style="text-align: center;">JP</p>
4.2	<p>In discussion with Governors, it was reported that the school's standards results were influenced by the mobility of some families at the school, some who did not have English as a first language or had little education.</p>	
4.3	<p>The Head and the Deputy Head were due to meet with Camden's School Improvement Officer, Jean Lang to discuss the School's Standards summary. The result of this meeting would be reported on at the next School Improvement Committee.</p>	<p style="text-align: center;">JP/MH</p>

4.	HEADTEACHER'S REPORT (cont'd)	Action
4.4	<p>It was important to note that:</p> <ul style="list-style-type: none"> • Carlton School was working closely with other Camden primary schools to standardise pupils' work and come to an agreement on the standard of the pupils' writing in the school. • the school was prioritising oracy and reading with its pupils to raise achievement; • Raise online data for the school would be presented to the Governing Body by an officer from Camden's School Improvement Service (date to be confirmed); • over the next staff would meet with the Headteacher to share evidence to support their Performance Management targets and to set new targets; • the school was in its final year of developing the School Development Plan. The priorities for the rest of the year were outlined. These would be reported on at the next Governing Body meeting. 	<p style="text-align: center;">JP</p> <p style="text-align: center;">JP</p>
5.	SEF UPDATE	Action
5.1	<p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • the school was prioritising the areas for improvement as outlined in its previous Ofsted Inspection in January 2015; • each member of the Senior Management Team was reviewing the SEF and monitoring the progress it was making in terms of the areas of development that had been identified; • the Ofsted inspection had outlined that the effectiveness of leadership and management was 'solid, good with many elements of outstanding'; • areas of development outlined Ofsted report had been picked up in the School's Development Plan. 	

6.	PUPIL PREMIUM UPDATE	Action
6.1	The update on Pupil Premium for last year had been publicised on the school's website. This would be an agenda item for the next Governing Body meeting.	JP/KJ/ Clerk
7.	LIST OF POLICIES FOR REVIEW: ANNUAL CYCLE	Action
7.1	<p>MH introduced this item.</p> <ul style="list-style-type: none"> • The school's policies were being reviewed to ascertain which ones needed updating. • The School's Behaviour Policy, for example, needed to be cross-referenced with Camden. • The Special Educational Needs Policy would be approved by the Governing Body. It would be updated by GH. • A summary of which Governing Body committees would approve which school policy would be undertaken by the Chair and the school's SMT. • All school policies were read by the staff and recorded as having been read. 	<p>SD</p> <p>GH</p> <p>KJ/SMT</p>
8.	CURRICULUM DEVELOPMENT 2016/2017	Action
8.1	<p>SD reported on this item. He outlined that:</p> <ul style="list-style-type: none"> • the aims of the Curriculum described how the curriculum was an 'enabling' curriculum. It aimed to develop the skills and ability of the pupils so they could become emotionally and mentally robust as well as becoming physically fit; • pupils needed to be able to make safe choices, have a social conscience and value their local community as well as their country; • pupils would be expected to be ambitious for the future, take risks and come to realise their ambitions; 	

8.	CURRICULUM DEVELOPMENT 2016/2017 (cont'd)	Action
8.2	These aims were being met by incorporating creative/challenging activities in the curriculum: activities such as engaging the pupils with their local community via planned visits to the local old people's home, for example.	
8.3	There would be opportunities for pupils to develop their personal interests, skills and ambition through the Curriculum which would support them in working towards their future careers.	
8.4	This Curriculum aimed to achieve a balance between developing the pupils' academic and vocational skills.	
8.5	The Governors discussed how the parents could be involved in engaging with the curriculum as a link to the world of work.	
8.6	The Headteacher emphasised that the Curriculum aimed to support pupils in becoming robust and well-rounded individuals.	
8.7	The School's Curriculum policies would be kept updated to reflect change as and when appropriate.	
9.	POLICIES TO RATIFY	Action
9.1	<p>The following policies were ratified</p> <ul style="list-style-type: none"> • The Model Probation Procedure for Schools' Support Staff • The Model Pay Policy for Schools <p>[The Governors agreed with the recommendation from Camden that the school would consider awarding recruitment benefits and incentives to attract candidates to 'hard to fill posts' and retention benefits and incentives where posts suffered from high turnover due to the easy availability of comparable posts.</p> <p>The Governing Body agreed to conduct a regular formal review of all such awards as it was appropriate.]</p> <ul style="list-style-type: none"> • The Safeguarding and Child Protection Policy was ratified. 	

10.	REPORTS FROM COMMITTEES	Action
10.1	<p>Resources and Finance Committee: 30 June 2016</p> <ul style="list-style-type: none"> • TC reported that financial constraints would continue into 2017. • Major school building works did not need to be undertaken at the moment. 	
10.2	<p>School Improvement Committee: 12 July 2016</p> <ul style="list-style-type: none"> • MP reported that the Committee had reviewed the 2016 Key Stage 2 results and Governors were given an update on the School Curriculum Developments. 	
11.	FEEDBACK FROM THE PARENT SURVEY	Action
11.1	<p>GHB introduced this item. She reported that:</p> <ul style="list-style-type: none"> • the school had 58 responses from 54 families. This represented 85 children in the school; • the findings of the survey were very positive with 100% of respondents reporting that they would recommend Carlton Primary School to another parent; • over 95% of respondents 'agreed' and 'strongly agreed' with such statements in the survey such as, "My child is happy at the school", "My child is learning well and making good progress"; • the school responded on actions it had taken to address a few areas of development that parents had identified; • the survey results were on the school's website. 	
12.	CONFIDENTIAL ITEMS	Action
12.1	See separate report.	
13.	ANY OTHER BUSINESS	Action
13.1	The Governors acknowledge the long service to the school from a member of staff. It would send its thanks to the staff member.	KJ

14.	DATES OF FURTHER MEETINGS INCLUDING COMMITTEE MEETINGS	Action
14.1	Tuesday 8 November: Resources and Finance Committee Tuesday 22 November: School Improvement Committee Tuesday 31 January 2017: Full Governing Body Tuesday 9 May 2017: Full Governing Body	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 7.50pm.

Signed: Date:

**Kate Jarman, Chair of
Carlton Primary School Governing Body**