

CARLTON PRIMARY SCHOOL

Draft General Minutes of the Full Governing Body Meeting, held on Monday, 12 October 2015 at 5.30pm

ATTENDANCE:

Jacqueline Phelan – **Head teacher**
 Kate Jarman – **Chair**
 Marianne Pringot
 Sarah Macken
 Nick Bethune
 Kevin Hull
 Jessica Wren
 Tim Carew
 Noella Bello Castro
 Sarah Kirkness
 Jessie Brill
 Michael Hollis
 Craig Vincent

OTHERS PRESENT:

Georgina Harcourt-Brown – Assistant Head teacher
 Helen Hill – Governors Clerk

1.	APOLOGIES FOR ABSENCE	Action
1.1	There were none.	
1.2	<p>Declaration of Interests in Respect of Items on the Agenda</p> <p>There were no declarations of interests.</p>	
2.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON THURSDAY, 4 JUNE 2015	Action
2.1	The Head teacher reported that the profile of the school was being raised by making the school website more accessible and parent friendly.	
2.2	<p>4.1 Pupil Numbers</p> <p>The update on the organisation of school places in the Borough would be updated by Camden in the spring term.</p>	<p>Item for the next Governing Body meeting/ Head teacher</p>

2.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON THURSDAY, 4 JUNE 2015 (cont'd)	Action
2.3	<p>7.1 Summer Fair</p> <p>The school fair in July had been very successful. £1,000 had been raised.</p>	
2.4	<p>There were no further outstanding items. The minutes of the meeting held on 4 July 2015 were agreed as true and accurate record, and were duly signed and dated by the Acting Chair.</p>	
3.	THE HEAD TEACHER'S REPORT	Action
3.1	<p>The Head teacher's report was circulated to the FGB ahead of this meeting.</p> <p>The Head teacher highlighted key points in the report:</p> <p>Current Numbers on Roll</p> <ul style="list-style-type: none"> • The numbers in the EYFS were reduced and the current Year 2 confirmed to be low. • The school was expecting more children to apply to the nursery school from the spring term. • This will be reflected in the budget as an average is taken each term in the nursery and the school, funding to be adjusted. <p>School Finances: The Current Picture</p> <ul style="list-style-type: none"> • The Governing Body received the up-to-date summary of the school's finances for 2015/2016. <p>Staffing Structure</p> <ul style="list-style-type: none"> • The Head teacher reported that the post of a new nursery teacher was being advertised. <p>Senior Leadership Structure Duties: 2015/2016</p> <ul style="list-style-type: none"> • The up-to-date structures presented to the Governing Body by the Head teacher. The Governing Body noted this. 	

3.	THE HEAD TEACHER'S REPORT (cont'd)	Action
	<p>EYFS</p> <ul style="list-style-type: none"> • The Head teacher reported on the current provisional data for the end of EYFS, Year 2 and Year 6. The validated data would be published in this year's RAISEonline later in the term. • The 2015 Year 6 results were the school's highest ever Key Stage 2 results compared to previous years. • The Head teacher reported that assessment was absolutely crucial to ensuring that every child was on track to reach his/her potential. It allowed teachers to plan the next steps in the children's learning. • The school routinely assessed the pupils and moderated the assessments across year groups to ensure accuracy. <p>SEND Data: Summer Term 2015</p> <ul style="list-style-type: none"> • The Head teacher reported that 90 pupils needed SEN support with 9 pupils who were statemented. There were 10 children with Child Protection Plans, 20 children with Children in Need plans, and 6 children being monitored. <p>2015/2016 Priorities</p> <ul style="list-style-type: none"> • The Head teacher reported that the school was in its second year of the current School Development Plan. Priorities outlined were: <ul style="list-style-type: none"> – raising the attainment in calculation across the EYFS; – raising the attainment in reading and writing across the EYFS; – raising the achievement of the pupils in speaking, listening and oracy; – increasing the percentage of higher attainers year on year across the school; – raising attainment in writing; 	<p>RAISEonline data to be presented at the next Governing Body Meeting: Head teacher</p>

3.	THE HEAD TEACHER'S REPORT (cont'd)	Action
	<ul style="list-style-type: none"> – developing further the depth and quality of teaching across the school so that Carlton was strengthened as a learning community; – preparing pupils for the next stage in their learning and their future; – continuing Carlton's effective partnerships with the school's wider community. <p>In discussion, the following points were made:</p> <ul style="list-style-type: none"> • New SAT tests were being introduced in 2016. This meant that there were no progress benchmarks that could be used to support the monitoring of progress in the next year. • It was important, therefore, that Carlton continues to work with other schools in the Borough to work towards the moderating standards in Literacy and Maths. • Cross schools moderation in Camden was proving very effective and training was in place for staff regarding formative/summative assessment practice and standards. • The deletion of National Curriculum levels had resulted in individual schools working towards their own standards regarding literacy, Maths, reading and writing. • This was why cross-borough working was so important in deciding what, for example, 'working towards the standard' meant. • The cross-borough moderation process was empowering teachers to know, for example, what 'a standard in literacy' looks like if a pupil was 'working beyond the standard'. • The Government needed to produce guidance as to what 'progress' looked like without National Curriculum levels. • Secondary schools particularly would face difficulties in assessing pupil progress as primary school pupils entered Year 7. This was because there was non-comparable data available. 	

3.	THE HEAD TEACHER'S REPORT (cont'd)	Action
	<ul style="list-style-type: none"> • Secondary schools would need to decide if standards were 'broadly comparable' in specific catchment areas. • The Head teacher reported that Heads in the Borough were working closely together to discuss common areas in assessment/progress. • Discussions were taking place about Camden pupils working above or below National Standards. • It was emphasised in the meeting that the use of data had to be linked to what progress individual pupils were making. • The Head teacher reported that no national data on progress would be available until the end of 2015. • Moderation undertaken by staff in the school would be carefully recorded. • Sample SATs tests would be used to aid teacher moderation. • Governors were invited to observe pupil progress development through the data that was available. 	
4.	REPORTS FROM COMMITTEES	Action
	<ul style="list-style-type: none"> • KJ reported that the Resources and Finance Committee, and the School Improvement Committee would both meet in November. • The Resources and Finance Committee would need to appoint a Pupil Premium Lead and discuss a changing model for school use as part of that committee. • The School Improvement Committee would need to look at Years 5 and 6 progress/attainment. • As part of the post-Ofsted planning, it was suggested that video recording be used in classroom teaching so that teachers could view each other's observation comments. • The Head teacher reported that the equipment was ready to be used and staff training for this would take place after the half-term. 	TC

5.	BOROUGH PROPOSALS FOR SCHOOLS/ RECONSTITUTION OF THE GOVERNING BODY	Action
	<ul style="list-style-type: none"> • The Head teacher reported that the Government was set to continue with its academisation agenda. Head teachers in Camden were in meetings with Borough officials to discuss how Camden could support its schools to allay the pressure of being 'forced' into becoming an academy. • Camden was in the process of during up a partnership policy for Head teachers to consider in the Borough. This would mean that Camden would become a 'sponsor' for its schools as part of an Academy Trust and would result in the continuation of the sharing of services in the Borough as well as other areas of expertise such as assessment/attainment. • Schools were already working in clusters on issues such as the curriculum and other related areas, so if Camden became a sponsor to its schools this collaborative working together would continue. • Areas that schools were working together in the Borough included: <ul style="list-style-type: none"> – Inclusion – Middle leadership development – Safeguarding – School maintainance – Governance • The Governing Body commented that it was good practice for schools in the Borough to maintain this cohesive approach. • At the same time some reservation was expressed about whether the Borough's sponsorship approach was driven by meeting pupils' needs. • The Head teacher commented that if the Camden proposal was agreed on, then schools could decide, for example, on whether to become a 'soft' or 'hard' federation. 	

5.	BOROUGH PROPOSALS FOR SCHOOLS/ RECONSTITUTION OF THE GOVERNING BODY	Action
	<ul style="list-style-type: none"> • In discussion it was suggested however that this model ran the risk of schools working 'inwardly' within the Borough without having enough 'external' input. • The Head teacher reported that a consultant had been appointed by the Borough to prepare a more detailed proposal. • The Governing Body decided that it would be useful to learn more about the advantages and disadvantages of schools becoming academies. • The Head teacher suggested that Governors have access to 'The Key for School Governor', a website which contained information about academies and other pertinent information. • The link could be disseminated to the Governing Body. • This item to be on the agenda of the next full Governing Body Meeting. 	<p>Head teacher/ Clerk</p> <p>Head teacher/ Clerk</p>
6.	MEMBERSHIP OF THE GOVERNING BODY AND COMMITTEES	Action
	The membership list for both the Full Governing Body and the Committees to be updated.	Clerk
7.	ANY OTHER BUSINESS	Action
	<ul style="list-style-type: none"> • Governing Body members reported that it was important that parents' meetings continue to take place, with the staff to aid more effective communication. • The Head teacher reported that the newsletter would be updated and disseminated to parents. • A 'school comment box' was being installed at the school for parents to use. • Issues that parents wanted further information was on the Homework Policy of the school and homework books. 	Head teacher

7.	ANY OTHER BUSINESS (cont'd)	Action
	<ul style="list-style-type: none"> The Head teacher reported that communication with parents was a priority and further meetings would be put in place to deal with issues of concern. KJ reported that she would institute a 'Skills Audit' to reflect the skills/expertise of the Governing Body members. 	KJ
8.	CONFIDENTIAL ITEMS	Action
	See separate report.	
9.	DATE OF FUTURE MEETINGS INCLUDING COMMITTEE MEETINGS	Action
	<p>The following meetings will take place:</p> <ul style="list-style-type: none"> Resources and Finance Committee Thursday, 12 November 2015 at 5.30pm School Improvement Committee Tuesday, 8 December 2015 at 5.30pm Full Governing Body Meeting Monday, 1 February 2016 Thursday, 9 June 2015 	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 8.00pm.

Signed: Date:

Kate Jarman, Chair of Carlton Primary School Governing Body