

CARLTON PRIMARY SCHOOL

General Minutes of the Full Governing Body Meeting held on Monday 6 June 2016 at 5.30pm

Attendance:

Kate Jarman – Chair
Jacqueline Phelan – Head teacher
Marianne Pringot
Kevin Hull
Tim Carew
Nick Bethune
Hugh Graham
Sarah Kirkness
Jess Wren
Jessie Brill
Mandi Howells
Michael Hollis
Shayne Davids

Others Present:

Helen Hill – Governor Support Clerk

	PRE-DISCUSSION: PRESENTATION ON RAISEonline – INSPECTION DASHBOARD REPORT 2015	Action
	<p>Kelly Anne Wray from Camden introduced this item. She reported on the headlines from the Carlton School Inspection Dashboard data.</p> <ul style="list-style-type: none">• The strengths identified in the report focused on KS2 achievement. Eight out of a possible fifteen strengths listed was a very good result for Carlton School with only two out of a possible nine weaknesses reported.• For example, KS2 value-added results were significantly above average compared to the average scores in Camden.• The proportion of disadvantaged KS2 pupils who attained at least level 5 was equal to or above the national figure for pupils in reading, writing and mathematics.• The two weaknesses reported on were that fewer than half of pupils had achieved a good level of development in the EYFS Profile.	

	PRE-DISCUSSION: PRESENTATION ON RAISEonline – INSPECTION DASHBOARD REPORT 2015 (cont'd)	Action
	<ul style="list-style-type: none"> • Attendance was lower for SEN with EHC/statements, SEN without EHC Statements than mainstream schools nationally. • KS1 results indicated that no major strengths had been identified and that results were below pupils nationally. • Disadvantaged pupils were well below pupils nationally in 2015, especially in Reading and Writing. <p>In discussion, Governors agreed that the KS1 would need further analysis to clarify these results, especially in the EYFS.</p> <p>The Head teacher reported that:</p> <ul style="list-style-type: none"> • 6% of pupils had no prior attainment when entering the school. The mobility of some families was problematic in Camden and impacted significantly on the school's attendance figures; • the data, along with a narrative explaining the results, was available on the school's website and in the school's self-evaluation form. <p>The Governors reported on how the EYFS team was working hard to develop a creative and relevant curriculum for EYFS pupils. The Forest Schools Initiative was proving to be very beneficial for the pupils.</p> <p>In discussion, the Governors acknowledged that on a day-to-day basis the school was working hard to monitor and act swiftly on absenteeism and punctuality problems. Phone calls were made to parents, pupils/parents communicated with and the EWO was involved where this was appropriate.</p>	

1.	APOLOGIES FOR ABSENCE	Action
1.1	Apologies for absence were received in advance of the meeting from Noella Bello Castro and Samina Ahmed.	
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 1 FEBRUARY 2016	Action
3.1	Items 2.4 This matter was raised under Item 8 on the agenda.	
3.2	The minutes were accepted as a current record with minor amendments made.	
4.	THE HEAD TEACHER'S REPORT	Action
4.1	<p>The Head teacher introduced this item. The main issues outlined were that:</p> <ul style="list-style-type: none"> • the school was addressing the issues raised by the Ofsted Inspection grades in the school self-evaluation summary; • the SLT was discussing the areas in which key judgements had been made. They were currently working through each key area and then updating the school SEF based on the evidence submitted by the Ofsted report. The Leadership and Management section had already been updated; • pupil achievement – an area identified in the Ofsted report – this was being addressed and updated at the moment; • Governors were invited to come into the school to view pupil books and ascertain the pupil progress being made. <p>In discussion, it was noted that:</p> <ul style="list-style-type: none"> • the number of pupils with persistent absence at the school was influenced by a small number of family groups. These families had a social worker or a therapist attached to them to give them support; 	

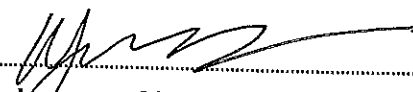
4.	THE HEAD TEACHER'S REPORT (cont'd)	Action
4.2	<p>The Head teacher reported on the school's cluster arrangements with Rhyl, Gospel Oak, Fleet School and Primrose Hill.</p> <ul style="list-style-type: none"> • Pupil punctuality was discussed by the Governors. It was emphasised by the Head teacher that this was being dealt with on a day-to-day basis with phone calls made to parents and action taken in discussion with the school's EWO; • Staff absence was explained by specific instances of long term medical conditions. HR at Camden was aware of this. Staff involved were being supported by the school's leadership team; • Milestones had been identified for the school such as improving oracy for pupils in the school; • 100% staff attendance was recognised and congratulations were afforded; • Governors were updated by the Head teacher on staff appointments, resignations, vacancies and recruitment; • The patterns of attainment for 2015 were identified as an upward trajectory. The updating of the school's pupil tracking system in light of National Curriculum assessment changes was an ongoing strategy in the school. <p>The cluster arrangements had proven to be very successful. One of the aims of the collaboration was to ensure improved outcomes for pupils by working together on areas such as promoting high quality teaching and learning, narrowing the achievement gap, especially for vulnerable groups of pupils, identifying outstanding teaching and practitioners and promoting the highest quality of professional development opportunities.</p> <p>The collaborative inquiry undertaken between the schools had been very useful as it had identified the strengths of each school as well as focusing on areas of development in school improvement. One of the next steps for the schools was to arrange for the Chairs of the Governing Bodies to meet and exchange good practice in terms of Governance.</p>	

4.	THE HEAD TEACHER'S REPORT (cont'd)	Action
4.5	Sharing resources between the schools was also productive and beneficial. Jean Lang, Head of Learning, Improvement and Partnership in Camden, had congratulated the schools in this successful venture. The schools were signed up to work together for a year but could withdraw from the cluster if six months' notice was given. The head teachers were planning next year's partnership arrangements.	
5.	THE UPDATE ON THE WHITE PAPER AND THE LA CONFERENCE	Action
5.1	The Chair introduced this item. She reported that the recent Chairs of Governors Conference in Camden had discussed issues raised in the Government's White Paper such as the intention by Government to continue to follow the schools' academisation programme. The issue was not seen as most urgent as forced academisation would not be initiated across the school sector but would be dealt with within identified 'weak' LAs with poor pupil attainment	Chair
5.2	The Chair reported that other issues needed to be discussed at the Conference, such as the schools' funding formula.	
5.3	Other members of the Governing Body could attend the conference. The Chair would keep Governors updated on future meetings.	
6.	REPORTS FROM COMMITTEES	Action
6.1	Resource and Finance Committee	TC/JL/ Head teacher
(a)	TC reported that school budgets would be very tight in the next year.	
(b)	The school's budget summary would be prepared by the end of the summer term. TC to meet with JL to discuss this.	
(c)	The school's premises were being improved by re-designing and recycling existing equipment. In this way, savings were being made.	
(d)	The Reading Room had nearly been completed. It would be open for viewing to pupils/parents/governors very soon. Pupils had requested that the room be stocked with high quality reading books rather than a mass of 'average' books. The pupils were very keen to use the room and in general they were respectful of the school environment.	

6.	REPORTS FROM COMMITTEES (cont'd)	Action
6.2	The School Improvement Committee	
(a)	The EYFS presentation made by Caroline Hayes, the EYFS Leader, had been very informative and impressive. Governors were asked to become more involved in the school's EYFS work.	
(b)	It was agreed that in the autumn term the head teacher and MH would make a presentation to the School Improvement Committee on pupil assessment.	Head teacher/MH
(c)	Item for the next SIC: The Equalities and Access Plan	Head teacher/ SLT
7.	RISKS WORKSHOP	Action
7.1	The Governors agreed that it would be useful for them to consider/review the Complaints procedures of the school and discuss/identify possible complaint scenarios and the time to deal with these.	Head teacher/ Chair
8.	FEEDBACK AND NEXT STEPS FROM GOVERNOR SCHOOL VISITS	Action
8.1	Governors reported that the visits they had made to the school had been very informative. Pupils showed the Governors around in a friendly and effective manner. Some of the issues raised by pupils with the Governors were useful and had been acted on by staff. The Chair requested that any more feedback about school visits should be given to her.	
9.	GOVERNOR RULES AND RESPONSIBILITIES	Action
9.1	The Chair reported that there were three co-opted Governor vacancies. The Governors agreed to send in to the Chair any suggestions for new Governors. It was important to have a full complement of Governors in order that they could be effectively represented on the different committees such as exclusion panels, the Recruitment Panel and the Complaints Panel.	Governing Body
9.2	The Chair reported that she had requested CVs from the LA for potential new Governors. She was keen that new Governors had some HR experience.	
9.3	The Governors endorsed MP as the new Chair of the School Improvement Committee.	

10.	CONFIDENTIAL ITEMS	Action
10.1	See separate report.	
11.	ANY OTHER BUSINESS	Action
11.1	The Head teacher reported that the religious festival of Ramadan was underway. She had received requests from pupils/parents to give permission for fasting to take place. A letter had gone to parents informing them of the school's policy on this.	
11.2	Parents needed to give written permission for their children to fast so that the well-being of the pupils was protected.	
12.	DATES OF FUTURE MEETINGS INCLUDING COMMITTEE MEETINGS	Action
12.1	<p>School Improvement Committee Tuesday 12 July 2016 Tuesday 22 November 2016</p> <p>Resource and Finance Committee Thursday 30 June 2016 Tuesday 8 November 2016</p> <p>Full Governing Body Tuesday 27 September 2016 Tuesday 31 January 2017 Tuesday 9 May 2017</p>	

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

Signed:  Date: 27/9/16
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Kate Jarman, Chair of
Carlton Primary School Governing Body