

# CARLTON PRIMARY SCHOOL

## Minutes of the Governing Body Meeting held at the school on Tuesday 26<sup>th</sup> September 2017 at 5.30pm

### Attendance:

Jess Wren - **Chair**  
Noella Bello Castro  
Jessie Brill  
Tim Carew  
Hugh Graham  
Michael Hollis  
Mandi Howells  
Sarah Kirkness  
Anu Manthri  
Jacqueline Phelan – **Headteacher**  
Marianne Pringot  
Peter Ptashko  
Cyrus Suntook  
Yiannos Theodoridis

**Others Present:** Georgina Harcourt-Brown-SENCO, Shayne Davids - Assistant Headteacher, Flossie Del Santo – Governor Support Clerk

1.	<b>WELCOME AND INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>	<b>Action</b>
1.1	Apologies for absence were received from Mr Suntook who would be arriving late to the meeting.	
2	<b>DECLARATION OF INTERESTS</b>	<b>Action</b>
2.1	There were no declarations of interests.	
2.2	The governors completed their annual register of business interests form which would be held in the central register.	
2.3	Mr Graham would complete his Declaration of Interests at the SIC Committee meeting.	
3	<b>GOVERNING BODY MEMBERSHIP</b>	<b>Action</b>
3.1	The Chair confirmed Bryce Mathewson had resigned as a governor due to an increase in his work commitments. The governors accepted his resignation.	
3.2	Election of Vice Chair of the Governing Body was held. Nominations were taken for the role of Vice Chair. Ms Bello Castro was nominated and accepted.	
3.3	<b>The governors agreed unanimously to elect Ms Bello Castro to the role of Vice Chair of the Governing Body to a term of office until the Autumn Term meeting of 2019.</b>	

3.4	Parent Governor terms of office of Ms Pringot has ended on 24/9/17. The term of office of Mr Carew would end on 30/9/17.	
3.5	<b>Action: The next newsletter to hold a notification to parents of the vacancies to the Parent Governor role.</b>	<b>JP</b>
3.6	Ms Howells and Mr Hollis were agreed as Associate Members to the Governing Body until the Autumn term meeting of 2018.	
3.7	The governors would review the Instrument of Government at the next meeting. There were 17 governors on the Instrument which was agreed could be reduced.	
3.8	<b>Action: The Committee Terms of Reference and Scheme of Delegation would be reviewed by the Committees and presented for approval at the next meeting.</b>	<b>All</b>
	Committee Membership was agreed as;	
3.9	Resources Committee – TC, SK, JB, YT, CS, the Headteacher and Deputy Headteacher	
3.10	School Improvement Committee – MP, NBC, JW, HG, PP, AM, The Headteacher and the Deputy Headteacher.	
3.11	Year Link Governors were agreed as; EYFS – HG, Yr 1- SK, Yr 2- MP, Yr 3- SC , Yr 4 -TC, Yr 5- NBC, Yr 6 - AM	
3.12	PP- Safeguarding Lead Governor, YT – SEND Link Governor, SK - Pupil Premium Link Governor.	
3.13	The governors noted the visits overview would include a planned learning walk, review learning and behaviour, hold books looks and the child's next steps to learning. Also to ensure the curriculum meets the needs of the children and how it had been designed to do so.	
3.14	The Headteacher also raised the governor support for the wider curriculum ACE and the Brighter Futures. AM to support ACE and PP would support the Brighter Futures.  <b>Action: The Clerk to circulate Terms of Reference and scheme of Delegation Template.</b>	<b>Clerk</b>
<b>4</b>	<b>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON TUESDAY 9<sup>th</sup> MAY 2017 (circulated)</b>	<b>Action</b>
4.1	The minutes of the meeting of 9 <sup>th</sup> May were circulated before the meeting. The actions were reviewed.	
4.2	Action 3.5 Governors to be allocated to year groups on the agenda. Action closed	
4.3	Action 7.7 It was confirmed Ms Kirkness and Ms Pringot would hold a meeting of the Pupil Premium working group before the half term and report to the next	

4.4	meeting.	
4.5	<p>Action 10.3 The Safeguarding governor was confirmed as Mr Ptashko. The Chair and Safeguarding link governor confirmed a Safeguarding Audit would be held by the LA with Rhian Swain the Camden Learning School Improvement Advisor.</p> <p>The Safeguarding Audit would be reported at the January meeting.</p>	
4.6	<p>Action 12.1 The meeting dates for the governing body and committee meetings were circulated. The Headteacher proposed the School Improvement Committee meeting set for the 21 November to be changed to a full governing body meeting. The purpose of the meeting would be to hold training on the new DfE ASP assessment system and the review of the unvalidated 2016-17 SATs data. It was agreed the meeting of 21<sup>st</sup> November would be governing body meeting.</p> <p>The minutes of the meeting of 9<sup>th</sup> May were agreed as accurate and were signed by the Chair.</p>	
<b>5.</b>	<b>POLICIES</b>	<b>Action</b>
5.1	<p>The Admissions Policy was circulated before the meeting and reviewed by the governors.</p> <p>The Headteacher confirmed the Policy remained the same with the only change being to include the updated information of the Nursery Funding of the 15-Free Hours Entitlement.</p> <p>The Chair to sign the updated Admissions Policy.</p>	
5.2	<p>The Safeguarding Policy would be updated after the LA Safeguarding Audit on 29<sup>th</sup> September.</p> <p><b>Action: The Safeguarding Policy to be presented and ratified at the next governing body meeting.</b></p>	<b>JP</b>
<b>6.</b>	<b>SAFEGUARDING UPDATE</b>	<b>Action</b>
6.1	A briefing was held by Ms Howells on the safeguarding responsibilities of governors. She explained all governors should ask How Safe is the School?	
6.2	The Safeguarding Compliance Checklist for School Leaders was circulated. The governors were asked to review the checklist and divided into groups to discuss the questions governors should ask the school in order to be confident the systems and procedures at the school were compliant.	
6.3	<p>The governor noted;</p> <ul style="list-style-type: none"> <li>• There were procedures in place at the school to ensure the children's safety online and governors must know how the school knew this was happening.</li> <li>• Governors must know the Safeguarding procedures are being consistently followed and how can the impact be measured.</li> <li>• How to ensure a Safeguarding culture has been embedded across the school.</li> </ul>	

<p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<ul style="list-style-type: none"> <li>The governors agreed it was good to see the full scope of Safeguarding not just Child Protection.</li> </ul> <p>The Safeguarding update confirmed the Deputy Headteacher was the Designated Lead at the school and was trained to the highest level. Staff Safeguarding training was held yearly on Inset Days and would be also be updated at each change in requirements.</p> <p>The guidance for the LA for Governance Competency Framework Questions were circulated. The Headteacher recommended the governors attend Safeguarding Training and it was agreed a governor training session would be held at the school which would include the areas of FGM, Child Sexploitation and Prevent.</p> <p><b>Action: The Headteacher to organise Governor Safeguarding training</b></p> <p>The Deputy Headteacher confirmed the school had the highest safeguarding referrals of Camden schools. This confirmed staff were well trained to identify concerns and how to report them. She also noted the rise in the mental health issues of parents at the school. The school knows children cannot be happy if they are not safe and there are open and transparent system so ensure this.</p>	<p>JP</p>
<p><b>7.</b></p>	<p><b>HEADTEACHERS REPORT</b></p>	<p><b>Action</b></p>
<p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p>The Headteachers report was circulated in advance of the meeting and reviewed by the governors.</p> <p>The Headteacher confirmed the purpose of the Report was to provide key information on the functioning and performance of the school and enable the governors to support the Headteacher to make informed decisions about the future of the school and monitor progress and to fulfil their statutory obligations.</p> <p>The report would include</p> <p>1)The <b>context of the school</b>. the Headteacher noted the high needs of many children as they had very limited learning outside of school. The school would give them the tools to be well rounded engaged learners and build resilience. The governors reviewed the data and year on year comparisons and what they could learn from the data.</p> <p>2) <b>Carlton's curriculum</b> and how it was designed. The curriculum was driven by the vision and ethos of the school. It must demonstrate a broad and balanced curriculum and had continued to meet the need for a higher quality curriculum over the years. The Headteacher confirmed the delivery of the curriculum was closely monitored and high-quality training for staff and leaders was ongoing throughout the year. All had developed their knowledge and know the high expectations of the school and this was shown by the outcomes of the children.</p> <p>3) <b>School Improvement Plan 2017-18</b> was circulated to the governors before the meeting and was on the agenda</p> <p>4) <b>School Self Evaluation</b> was explained as the areas which the school assesses itself. The Headteacher confirmed it was based on the LA standards and the school was a good school and was exceptional in some areas. The governors noted the <b>Leadership and Management</b> section.</p>	

7.6	<p>Overall effectiveness and progress since the last inspection and progress since the last inspection was reviewed. The governors noted the Effectiveness of Leadership and Management drives the inspection. This includes the SLT, middle managers and the governors who should all ensure the education was the best for the children to reach exceptional outcomes</p> <p>Quality of Teaching, learning and assessment was noted and the overall effectiveness, including SMCS was noted on page 9 of the Report.</p>	
7.7	<p><b>A governor asked how British Values are monitored</b> The Headteacher confirmed British Values were Carlton Values and those of the community It was reflected in the PSHE 5 values tolerance, democracy, rule of law, individual liberty and mutual respect which are also is promoted across the school on displays. The children know they can be British and their family comes from abroad. British Values were also supported by KS1 and KS2 council elections held during the general election and classes held party elections and created their own parties. The rule of law was supported by classroom charters Assemblies explore what the 5 Values look like at the school. The school website holds statutory information for parents.</p>	
7.8	<p><b>Staffing structure 2017-18</b></p> <p>The Headteacher confirmed there were 5 new teachers at the school in Nursery, Reception, Yr 3, Yr 4 and Yr 5.</p> <p>All the SLT and middle leaders were supporting the new teacher’s inductions. A mentor was assigned to each teacher. SLT will be monitoring behaviour and providing SEN support. There would be strong support in place for new teachers and they were encouraged to speak up themselves.</p>	
7.9	<p><b>Highlights</b> of the report noted by the governors;</p> <p><b>Pupil numbers</b> on roll by year group,  <b>Pupil overall</b> attendance, analysis of attendance and breakdown of attendance for phases and key stages. Also by persistent absences and punctuality and lateness,  <b>SEND</b> Profile of the school from the Summer Term,  <b>Child Protection data</b> – overview of the school 2017,  <b>Exclusions</b> data – 2016-17  <b>Racists and Bullying incidents</b>  <b>Performance management</b> of the teaching staff</p> <p>The governors received the Parents Survey, Staff Well-being Survey and the Standard overview.</p>	
	<p><b>The Governors noted the Report of the Headteacher</b>  <b>The governors approved the Staffing Structure 2017-18.</b></p>	
8.	<p><b>SCHOOL IMPROVEMENT PLAN 2017-20</b></p>	
8.1	<p>The School Improvement Plan had been circulated and reviewed by the governors before the meeting.</p> <p>The document sets out Carlton’s overall priorities for the next 3 years. The priorities have been identified as a result of ongoing self – evaluation, feedback from children, staff, parents and governors and what the data and monitoring</p>	

	<p>tells about children's progress. The purpose of the plan was to identify key areas for school improvement and to plan future actions in those areas. The school budget was matched to areas of the SIP.</p>	
8.2	<p>The governors noted the overview of the school's 3 year priorities. The action plan linked to the senior leadership targets</p>	
8.3	<p>and noted as outcomes, quality of teaching, learning and assessment, leadership and management, self-evaluation, inclusion, Literacy, Maths, Science, STEM, digital Learning and Computing, EYFS, PHSCE/RE, Humanities and the Arts, and the Premises Plan</p>	
8.4	<p><b>Action: Governors to email MP with any questions on the School Improvement Plan and they will be raised at the School Improvement Committee.</b></p>	
8.5	<p><b>The governors approved the School Improvement Plan 2017-20.</b></p>	
	<p>The Deputy Headteacher and Assistant Headteacher reported to the governors.</p>	
8.5	<p><b>Mental Health Provision</b></p> <p>The Deputy Headteacher presented the Mental Health Action Plan which had been developed to support the SIP. The over view of the school's mental health provision to support the children wellbeing and mental health was noted to include a grant had been received to run the Great Dreams Project which will include running interventions, provide emotional coaching and support resilience building. Targets would be set and case studies held which would be shared with the LA and other schools to support their practice in this area.</p>	
8.6	<p>The Deputy Headteacher noted the IMARS framework of Gratitude – Fun-Happy</p> <p><b>And 10 Keys to Unlock a Happier Life</b> had been introduced at the school. The children will set 3 goals and a canopy will be filled with stars to support a visual image for the children. The 10 keys would be;</p> <p><b>Connecting</b>- family trees and friendships would be mapped and would support Anti-Bullying Week,</p> <p><b>Giving</b> – harvest festival with donations to a foodbank and charity work,</p> <p><b>Exercising</b> – sleep, being present, stress,</p> <p><b>Resilience</b> – preparing for exams,</p> <p><b>Emotions</b>- coaching 'good to be me', also a letter about being grateful,</p> <p><b>Trying out</b> – theme of the Summer Fair was to encourage giving it a go,</p> <p><b>Awareness</b> mindfulness including with parents,</p> <p><b>Relaxation</b> the Rainbow Room for unstructured problems,</p> <p><b>Belong</b> belonging and celebrating each other's differences and similarities,</p> <p><b>Success</b> – celebrations.</p>	
8.7	<p>The Deputy Headteacher circulated dates of related activities for the governors to attend. The <b>10 November</b> would be <b>Challenge Day</b> where activities would be held during the school day with classes presenting their invented political party. <b>15<sup>th</sup> November a Great Exhibition</b> of the children's work would be held from 5-6pm</p>	

8.8	<p><b>Academic Cognitive Excellent (ACE)/Building Brighter Futures Curriculum</b></p> <p>The governors reviewed the breakdown by term and year group and the Curriculum links overview. The Assistant Headteacher explained it was not a whole new curriculum but was additional to the curriculum and supported a global overview, aspirations and potential paths. Curriculum support would be given to the teachers.</p> <p>The governors noted;</p> <ul style="list-style-type: none"> <li>• Years 1-6 would be holding Enterprise projects marketing chocolate</li> <li>• Children’s Leadership -growing children as leaders with real life outcomes, would be supported,</li> <li>• University visits for Years 4-6 would be held which would link with a Careers Awareness Week to held in June,</li> </ul> <p>The impact of the children as leaders would be measured by increasing global and community perspectives and improvement in behaviour and relationships.</p>	
9.	<b>ANY OTHER BUSINESS</b>	
9.1	<p>The <b>Staff Voice Survey</b> was circulated to the governors the Deputy Headteacher noted many staff do not know who the governors were. She recommended attending the school to introduce themselves to staff. Governors could come to the school on Inset Day for informal visits and if at the school during staff briefings pop in.</p>	
9.2	<p>The governors confirmed they had received the training link from Camden Learning and all could access the list of governor training courses. The governors noted Ofsted would expect governors to attend training. The new governors were encouraged to book on the Introduction to New Governors training which was important to attend to fully understand the responsibilities of the role.</p>	
9.3	<p>The Governor Hub had been rolled out and all meeting papers would be uploaded onto the system.</p>	
10.	<b>CONFIDENTIAL ITEMS</b>	
10.1	<p>There was none.</p>	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 7:40pm.

Chair \_\_\_\_\_ Date \_\_\_\_\_