

CARLTON PRIMARY SCHOOL

Minutes of the Governing Body Meeting held at the school on Tuesday 8th May 2018 at 5.30pm

Governors:

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

Others Present: Georgina Harcourt-Brown-SENCO

Flossie Del Santo – Governor Support Clerk

1. /18	1	WELCOME AND INTRODUCTIONS AND APOLOGIES FOR ABSENCE	Action
1.1		All governors were present. The governors welcomed Ms Awad the new Parent Governor to the meeting.	
2. /18	2	DECLARATION OF INTERESTS	Action
2.1		There were no declarations of interests.	
3. /18	3	MINUTES AND MATTERS ARISING FROM THE MEETING OF 30th JANUARY	Action
3.1		The minutes of the meeting held on 30 TH January were circulated before the meeting. Actions from the meeting were reviewed. ! 4.1 MP confirmed the governor training records were up to date except for the Safeguarding training held by Lynn Rigg on 20 th February.	
3.2		Action: MP to confirm governor attendance at the Safeguarding training with Ms Rigg. PP arrived at this point ! 4.8 The Chair reported a class visit to be held by all governors had not been completed in Spring Term. Action: All governors to make a class visit by the end of the Summer Term. ! 5.4 It was confirmed the Attendance Policy had been reviewed by the Resources Committee and was approved. ! 5.8 The Chair reminded all governors if they had not read Keeping Children Safe	MP All

	<p>in Education Part 2 before the Safeguarding training to do so now. A copy of the document was confirmed as saved on Governor Hub in the Safeguarding folder.</p> <p>! 8.10 MP confirmed the newsletter would be circulated to the governors and saved on Governor Hub. The Twitter account had been set up and the governors confirmed they were receiving daily tweets.</p> <p>The minutes of the meeting of 30th January were agreed as accurate and were signed by the Chair.</p>	
4. /18	4 GOVERNOR VISITS TO THE SCHOOL - FEEDBACK AND NEXT STEPS	Action
4.1	<p>Governor Visits</p> <p>Ms Manthri reported on her visit to the school to review the ACE and BBF curriculums and to review the teaching of the curriculums in Year 6. She noted the visits had brought to life how the curriculum was implemented in the classroom. The Chair added governors need to understand how to evidence they know the school including asking questions and to submit records to show they are accountable.</p> <p>Action: AM to complete a governor visit report and circulate to the governors.</p>	AM
4.2	The Chair noted the importance of visits to ensure all staff know who the governors are. This was noted as a weakness by staff in the past and Ofsted will expect the governors to be known across the school community.	
4.3	The Chair reminded governors to conduct visits to the school, asking everyone who had not yet visited to do their visit this term. The governors who had already visited agreed to do two visits between September and May in next academic year. The Chair noted the other schools in the Cluster expected governors to visit at least once each term.	
4.4	Action: Governor visits to be reported at the School Improvement Committee meeting 10th July.	All
4.5	The Chair proposed the Class Link Governors remain with their existing class and move up the year group in 2018-19. to build on the relationships formed with the teacher and children this year. It was agreed TC would change year groups to Year 4 with NBC as his child would be in Year 5 the coming year.	
5/18	HEADTEACHERS REPORT AND SCHOOL IMPROVEMENT PLAN (including proposed staffing structure and GDPR update)	Action
5.1	The Headteachers report was circulated in advance of the meeting and reviewed by the governors.	
5.2	Highlights were noted in the report of the progress of Priorities 1-4 to meet the School Improvement Plan 2017-18.	
5.3	<p>GDPR</p> <p>The Headteacher reported the LA had confirmed at the Headteachers Briefing that the schools must demonstrate how they were planning to comply with the GDPR by the 25th May 2018 but were not required to have the whole document in place.</p>	
5.4	The governors noted the main principles and new requirements of the GDPR and what the school was doing to ensure the school would be compliant.	
5.5	The Headteacher confirmed all schools were required to appoint a Data Protection Officer. The Resources Committee had discussed the new SLA the LA was now offering to provide a member of their legal team Andrew Maughan to fill this role. The SLA will also include a health check to ensure recording and storage systems were compliant.	

	<p>The cost of the SLA would be £2,900 and it was agreed by the governors that support from the LA in the first year of implementing the GDPR was necessary. The SLA would be reviewed after the first year and the cost was expected to decrease in coming years.</p>	
5.6	<p>The Headteacher reported she had invited the LA to meet with the SLT, the Administrative Team and School Business Manager to review compliance across the school.</p>	
5.7	<p>It was reported systems in place included the Office Manager held locked files for Looked After Children and Training records were locked in the Deputy Headteachers Office. An Asset Register was in place with a log of all paper work and where it was stored.</p>	
5.8	<p>A governor questioned if parental consent for photos included school brochures.</p>	
5.9	<p>The Headteacher confirmed publicity material would require consent. Letters to inform parents of the new systems had been drafted and were being reviewed by the LA before being sent out. It was expected the letter would go out to parents in the following week and it would be placed in the newsletter to make them aware it would be happening.</p>	
5.10	<p>She added the SBM had drafted a letter to suppliers to ensure they were compliant and many letters had already been received by the school from suppliers.</p>	
5.11	<p>A governor asked about requests for data to be provided by the school. The Headteacher confirmed Camden would ensure all Freedom of Information requests were compliant. The Complaints Policy would also be reviewed by the LA.</p>	
5.12	<p>A governor asked about the cost of the new SLA and the time still spent by the school in meeting the areas of compliance, what response time could be expected from the LA? The Headteacher confirmed this had been queried with Camden Learning and the turnaround would 2-3 days. Queries would be sent initially to Owen Rees at Camden Learning and logged.</p>	
5.13	<p>The governors discussed and agreed Mr Theodoridis would be the Link Governor for Data Protection as he had knowledge from his employment in this area.</p>	
5.14	<p>The Privacy Notice was being written by the LA who would be sending a template model for the schools to adapt.</p>	
5.15	<p>Mr Theodoridis arrived at this point</p>	
	<p>Staffing Structure</p>	
5.16	<p>The Headteacher confirmed Ms Harcourt Brown had applied and was successful in her appointment to the Deputy Headteacher vacancy. This had created a vacancy for a SENCO at the school. She noted there was a shortage of SENCOs in London especially in Camden.</p>	
5.17	<p>The Headteacher reported there was expected to be 27 less children at the school in 2018-19 which would result in £130,000 less funding in the budget. Salary costs had also increased by £10,000 with the review of TA salaries across the LA. The decrease in numbers on roll had financial implications to balancing the budget and to continue to provide a high-quality education.</p>	
5.18	<p>The current confirmed numbers in Nursery in September was 15. As a result, there would only be 1 teacher required for this class. One of the current Nursery teachers would be on maternity leave for the year and cover would not be needed.</p>	

5.19	<p>The governors reviewed the numbers in the current Nursery and Reception Classes. The Headteacher proposed due to the low numbers in these classes next year when the children move into Reception (23) and Year 1 (34) that 3 classes be formed of mixed age groups Reception/Year 1 classes. This would ensure exceptional provision was maintained. All classes would be on the same floor at the school and the 3 teachers would work collaboratively across the classes with PPA and planning lessons. The dynamics of the children allocated to each class would be reviewed carefully with 18-20 children in each class. There would be room for growth in the classes if more children join the school during the year.</p>	
5.20	<p>A governor asked how outcomes would be met with the children of different ages mixed in the 3 classes. The response was the core subjects would be taught in the mornings with the 3 classes divided into positive groups that work well together. Maths and English would be taught in small groups. The curriculums would be adjusted for each age group as would be the use of the Forest School, swimming pool and outdoor spaces. A focus with the Year 1 pupils would be their transition to Year 2. Existing teachers who know the children well would teach these year groups.</p>	
5.21	<p>The Headteacher confirmed there was a noted decrease in numbers on roll in Camden schools in Nursery, Reception and Year 1 and other schools were making similar decisions. She explained Coffee Mornings would be held to explain the changes to parents and opportunities would be made for them to meet with the SLT and teachers to ask questions.</p>	
5.22	<p>The Governors noted the number of pupils in Years 2, 3 and 4 in 2018-19. It was agreed there would be 1 Year 2 class and 2 classes each of Years 3 and 4.</p>	
5.23	<p>The current numbers in Year 4 and Year 5 was reviewed. The numbers in 2018-19 would be 39 pupils in Year 5 and 54 pupils in Year 6. The Headteacher proposed to form 3 classes of mixed year groups Years 5/6. The current Year 4 and 5 teachers would work closely to agree the children in each class. The teachers would prepare for planned outcomes based on gaps identified for each pupil and standards meeting would continue to be held regularly to track the children to their targets. The teachers already teach differentiation in year groups and will adjust the curriculum of the different year groups.</p>	
5.24	<p>A governor challenged when mixing age groups if this implied some children had been held back a year and others would be skipping a year?</p>	
5.25	<p>The Chair noted some parents may be worried the outcomes and progress for the Most Able children may be pulled down by the younger students.</p>	
5.26	<p>The Headteacher confirmed all students would continue to be tracked at their starting point and planning for all children's needs would be robust. Teachers would ensure the Year 6 children were well prepared for transition to secondary school and their right of passage as the oldest children at the school would not be lost.</p>	
5.27	<p>A governor asked what the rationale of this change was and if it was a decision based on finances alone. The Headteacher confirmed it was the only way to balance the school budget and there were no other options to reduce running costs at the school. The school must have 3 mixed classes in Reception/Year 1 and Years 5/6 as there were not enough children in these year groups to hire 4 teachers.</p>	
5.28	<p>A governor asked if the school could keep single year classes with more children in each class? The Headteacher noted the maximum numbers in each class should remain at 30 to ensure a high-quality education for the children.</p>	
5.29	<p>A governor asked if the school expected there would resistance from parents about mixing age groups. Previously the school had mixed ages in Years 5 and 6 and 3 parents had been unhappy about this. The perception of parents had been the Year 5 students would be stretched and the Year 6 children would be disadvantaged.</p>	

5.30	The Deputy Headteacher confirmed the school was better prepared this time to answer questions from the parents and Open Mornings would be held to encourage parents to look at how the new system would work.	
5.31	A governor questioned if the parents should know the only reason for the changes to the Staffing Structure was due to budget constraints. Perhaps it could be phrased the changes were due to the numbers on roll decreasing across all Camden schools.	
5.32	The governors with the noted concerns agreed the proposed Staffing Structure 2018-19.	
6/18	SAFEGUARDING FEEDBACK	Action
6.1	The Safeguarding Link governor reported an internal audit review had been held. The single central registers would be moved into digital records to comply with the GDPR. Safeguarding records must be kept for 7 years and this was included in the data asset register action plan	PP
6.2	The Deputy Headteacher noted feedback from the Parents Survey had asked for information aimed at parents coming into the school not just visitors. The Lead Governor confirmed this would be addressed to evidence parents were listened to.	
6.3	Action: A review of Safeguarding materials would be reviewed in the Autumn Term.	
6.4	A governor questioned if a logarithm on the system triggered document review dates and the Deputy Headteacher confirmed the schedule was colour coded.	
6.5	Medical and Accident Reporting had improved with an update on the accident form held with lunchtime and play staff. There will now be more information included on the form to ensure it is compliant with the GDPR.	
6.6	Behaviour The Headteacher reported there had been 53 incidents an increase of 17 from the Autumn Term. This was due to racist language and words relating to knives, as there had been high publicity in the area over recent stabbings.	
6.7	A governor asked how the school responded to this and what the impact would be if it increased further. The Headteacher confirmed staff had a script to use to explain to the children to ensure a consistent approach. Improvements had been made with the phased play times and the numbers were less than the previous year. It was a termly increase only.	
6.8	A governor noted the decrease year on year showed the staggered playtimes had an impact. A meeting had been held with parents and staff who had been supportive.	
6.9	Action: The Headteacher to circulate a brief script for knife awareness.	
7/18	SEND AND PUPIL PREMIUM FEEDBACK	Action
7.1	The Pupil Premium Link Governor confirmed the draft statement was being reviewed. She noted 2 new initiatives had measurable outcomes and would report how the funding had been used. It was also suggested there be an introduction to the policy with a link to the full policy	
7.2	A Governor recommended parents should know what the funding is and how the wider school benefits from it as well as the individual children. Allocating expenditure to the 4 themes would show clarity of where the money was used.	

7.3	Action: The Pupil Premium Link Governor to finalise the draft Pupil Premium report with the Headteacher.	SK/JP
	SEND	
7.4	The SEND Briefing to the governors had been circulated and reviewed.	
7.5	The Link Governors presented the SEND performance to date and priorities.	
7.6	An Accessibility Audit had been held and a discussion held at the Resources Committee meeting covering the areas identified in the Audit to improve accessibility at the school. The Committee meeting decision that the school would not implement them as there were budget restrictions such as to install a lift would cost over one million pounds.	
7.7	It was confirmed the school would retain Silver status and not move to Super Platinum level.	
7.8	The Governors noted the Action Plans and Accessibility Plan Methodology and areas to be prioritised in the Business Plan.	
8/18	APPROVAL OF 2018-19 BUDGET	
8.1	The Chair of the Resources Committee reported:	
8.2	The Bank Mandate required amendments to the current list of signatories, as Ms Howells was leaving the school her name would be taken off and that of the new Deputy Headteacher would be added.	
8.3	The governors agreed to the removal of Ms Howells to the Bank Mandate and the addition of Ms Harcourt-Brown who would be the Deputy Headteacher from September.	
8.4	The summary of the 2018-19 budget was circulated for review.	
8.5	The Chair confirmed the School Business Manager and the Headteacher had worked hard to balance the budget. He confirmed the meeting of the Resources Committee held on 23 rd April had reviewed the 2018-19 budget in depth	
8.6	There would be a £18,500 carry forward from the 2017-18 budget to support the 2018-19 budget. The governors noted much of the carry forward figures would be ring fenced in the budget-,Capital of £12,000 and Early Years development of the outdoor space of £6,900.	
8.7	The Governing Body approved the 2018-19 Budget	
8.8	Action: The Chair of Governors to sign the 2018-19 Budget and submit to the LA.	
8.9	The Headteacher reported and additional SLA had been created by the LA to support the GDPR. The SLA would include a member of the LA legal team covering the role of Data Protection Officer.	
8.10	The Headteacher confirmed she had written to John Abbey to inform him of the decreasing roll at the school and the implications to the budget.	
8.11	A governor asked about renting out the school premises to raise income in the coming year. The Headteacher confirmed some income was raised in lettings however the school could not be secured, and the Caretaker had to be on site.	
8.12	A governor asked how the school had planned to try and increase the numbers on roll. It was confirmed leaflets had been dropped at local GP surgeries, children centre and local nurseries. Word of mouth was important, and the school was confident	

	parents thought well of the school as the parent's survey showed 87% of parents were happy with the school.	
8.13	A governor suggested a texting system to increase the numbers of parents responding to surveys. There could be a single question asked with a rating of 1-9. This could be reviewed in the coming year.	
8.14	The Headteacher reported Camden had visited the school to review the building works and had identified the roof needed repairs. She noted the areas of responsibility between the School and the LA were not clear and had requested confirmation of this from Camden.	
9/10	APPROVAL OF SCHOOL FINANCIAL VALUES STATEMENT AND SCHOOL FUND	
9.1	SFVS	
9.2	The Chair of the Resources confirmed the SFVS had been completed and he would obtain the final document from the School Business Manager.	
9.3	Action: The SFVS form to be circulated to the governors for approval.	JL JW
9.4	Action: The Chair of Governors to sign and submit to the LA.	
	The School Fund	
9.5	The Headteacher reported the School Fund contained £5,000 generated from income from donations and must be audited.	
9.6	Action: The School Business Manager to approach a SBM from one of the cluster schools to conduct an external audit of the School Fund this term.	JL
9.7	The money was used for 100% attendance gifts and £400 to restart the Tuck Shop.	
9.8	A governor suggested due to the small contingency in the 2018 budget there could be fundraising for specific projects and members of the community be asked to donate. Another governor added this had been discussed in the past but not progressed and implications to the school must be reviewed. Linking with parents, past and present and Michael Palin could support trips, the reading room and a technical suite. It was noted the Sensory Garden had been funded this way. The Deputy Headteacher confirmed the school held charity status and organisations could contribute to the school.	
9.9	There could possibly be a Fundraising Committee in the future to review the possibilities in the Autumn term.	
9.10	A Premises Plan was being updated. When Governors conducted their class visits please take note of any resources required to support the areas of the curriculum. The funding in the budget was limited.	
10/1	COMMITTEE ATTENDANCE	
	Committee membership was agreed for 2018-19 as Resources Committee TC, SK, JB, YT, JP School Improvement Committee MP, NCB, AM, CS, PP, JW, JP	
11/2	ANY OTHER BUSINESS	
11.1	Year 6 SATs would be held the following week governors were invited to the school to witness the process and review procedure. Action: TC to attend the SATs.	

11.2	Dates of events at the school to year end were reported 29 th June School Fair 330 6 th July Sports day 24 th July Year 6 production of Macbeth 230 25 th July end of year BBQ 2 pm year 6 and DHT goodbyes The staff would be holding a goodbye get together on 20 th July 2018.	
12	2017-18 MEETING DATES / 2018-19 DATES	
12.1	School Improvement Committee 10 th July 2018 530pm The meeting dates for 2018-19 could not be confirmed at the meeting. The cluster would be working together to set dates for the Clerk to the Cluster.	
13	CONFIDENTIAL ITEMS	
	There were none	

The Chair thanked those present for attending and closed the meeting at 730pm.

Chair _____ Date _____