

# CLAPHAM MANOR PRIMARY SCHOOL GOVERNING BODY

**Minutes** of the meeting held at the school on  
**WEDNESDAY 4<sup>th</sup> JULY 2018** at 7.00 pm.

**\*\*\*\*\*Future Meetings\*\*\*\*\***

<b>Autumn Term</b>	
<b>Governing Body</b>	<b>26<sup>th</sup> September 2018</b>
<b>Governor Learning Walk</b>	<b>7<sup>th</sup> November 2018 in the morning</b>
<b>Spring Term</b>	
<b>Governing Body</b>	<b>16<sup>th</sup> January 2019</b>
<b>Governing Body</b>	<b>3<sup>rd</sup> April 2019</b>
<b>Summer Term</b>	
<b>Governor Learning Walk</b>	<b>5<sup>th</sup> June 2019 in the afternoon</b>
<b>Governing Body</b>	<b>17<sup>th</sup> July 2019</b>

All meetings are on Wednesdays.  
Full Governors' Meetings from 7.00pm until 9.00pm, Committee Meetings from 6.30pm until 8.00pm.  
If you are unable to attend a meeting please advise the school as soon as possible.  
**A full list is at minute 13.2.**

## Constitution, Membership and Attendance

**Clerk:** Philip West

Nominated/Ex-officio/Elected - 5		Co-opted - 10	
<b>1 LA</b>	Nigel Haselden (C)	Gina Cicerone	<b>Delyth Hughes*</b>
<b>1 HT</b>	Ren Chinnadurai	Jane Christofi	John Knight (VC)
<b>2 Parents</b>	<b>Roxanne Baptiste*</b>	Ben Dickey	Tim Oswin
	Charlotte Sanders	Joanna Fulford	Clare Rooth (VC)
<b>1 Staff</b>	Jennifer Ross	<b>Oliver Hatfield*</b>	Barbara Williams (VC)

\*The names of governors absent from the meeting are printed in bold.

**Absent with Apologies:** Roxanne Baptiste, Oliver Hatfield and Delyth Hughes

**Absent without Apologies:** None

**Also attended:** Jo Clarke – Deputy Headteacher  
Alex Patrick - Observer

## Committees and Membership

Achievement and Curriculum	Pupils, Parents and School Community	Resources	Pay /Headteacher's Performance Review
Ben Dickey (C) Joanna Fulford Nigel Haselden Headteacher Tim Oswin Barbara Williams + Jo Clarke (co-opted)	Roxanne Baptiste Jane Christofi Nigel Haselden Headteacher Clare Rooth (C) Delyth Hughes Charlotte Sanders + Alex Patrick	Nigel Haselden Oliver Hatfield Headteacher John Knight (C) Clare Rooth	Nigel Haselden Clare Rooth John Knight Ben Dickey  Review Governor for HT Perf review: Ben Dickey

The Chair is empowered to form committees for Pupil Discipline, Staff Dismissal and Appeals etc as and when required and may draw on governors from Herbert Morrison School.

## Governors' Special Responsibilities

Special Responsibility	Governor	Special Responsibility	Governor
Child Protection/ Safeguarding	Clare Rooth	Training Link Governors	Roxanne Baptiste Charlotte Sanders
English	Joanna Fulford	Health & Safety	Tim Oswin
Maths	Barbara Williams	School Council	Jennifer Ross
Science	Ben Dickey	Pupil Premium	John Knight
SEND	Clare Rooth	Early Years/Children's Centre Com Rep	Alex Patrick



- 5.3 Quality of Teaching.** The Headteacher was pleased to share with governors the figure of 100% of teaching now judged as good or better.
- 5.4 Pupil Attendance.** The current attendance figure was lower than last year at 96.66%. The school had aimed for 97% for the year. A tabled paper gave some of the reasons for cases of persistent absence, defined as below 90%, and the Headteacher felt that this identified more work that needed to be done by the school with some of the families.
- 5.5 Vulnerable Pupils.** There were 107 pupils assessed as vulnerable, roughly a quarter of the roll.
- 5.6 Staff Absence.** Governors noted the low figures for staff absence which the Headteacher felt were very good. Governors queried the higher absence figures for support staff and the Headteacher said that whilst it was higher, the totals percentage looked wrong and she would check.
- 5.7 SATs 2018.** The SATs results would be notified to the school on 10<sup>th</sup> July. Draft results were tabled and looked very promising.
- 5.8 Development Priorities.** Governors asked about their involvement in formulating the priorities for the future and the Headteacher responded that governors would be invited to the staff Development days on **3<sup>rd</sup> and 4<sup>th</sup> September**. One governor commented that there were a high number of priorities but the Headteacher felt there were a reasonable number, especially as many were common to phases and areas and would be covered by a whole-school priority.
- 5.9 Interventions.** In response to being asked whether the school felt confident that it had the right information to judge the effectiveness of interventions the Headteacher was confident that it did.
- 5.10 Admissions.** Governors were pleased to hear that the school continued to be over-subscribed. Many schools were having to reduce staff numbers in the absence of sufficient pupil numbers.
- 5.11 Architecture in Schools Award.** Governors congratulated the school on being awarded a prize for the most imaginative project.
- 5.12 Spinney Development.** Jane Christophi advised governors that the Planning Inspector would be attending at the Spinney on **31<sup>st</sup> July**. Objectors and supporters had been invited and she hoped that some governors would be able to attend.
- 5.13 Staffing.** Governors noted known staffing changes for the new term.

ALL

ALL

The Chair thanked the Headteacher for her report.

## 6. Committees of the Governing Body

### Reports of Meetings of Committees.

#### **Achievement and Curriculum – 13<sup>th</sup> June 2018, minutes circulated.**

Ben Dickey reported that the meeting had:

- Looked at science teaching with the staff.
- Noted a science visit by Ben Dickey
- Considered the need for a whole-school approach to sustainable development.

#### **Pupils, Parents and Community – 27<sup>th</sup> June 2018, meeting cancelled.**

#### **Resources – 20<sup>th</sup> June 2018, minutes circulated.**

John Knight reported that the Committee:

- Had, as required, conducted more work on the budget and this had resulted in a budget which envisaged a small carry-forward of £8k.
- Noted that future funding was set to decline further.
- Noted that the lease at Heathbrook had two more years before it expired and that the Committee would need to consider carefully the future of the provision.
- Agreed an increase in school meal prices charged to parents. The two stage

increase would bring the price in line with other schools and to the cost to the school.

- Reviewed policies and recommended their approval.
- Suggested Clare Rooth be the designated GDPR governor.

The reports were received by the governors.

## 7. **Governors' Morning Visit**

Governors had been invited to visit the school on 23<sup>rd</sup> May. Those who had attended had felt it had been a good programme of activities although it had been perhaps over ambitious to complete it all in the morning allotted. The Headteacher had noted this for future visits.

## 8. **Annual Business**

Governors noted that the first meeting of the autumn term would be dealing with a number of items of annual business.

The Chair advised governors that although he would remain a governor, he would not be standing as chair.

Expressions of interest in serving as chair and vice chair were noted as listed below:

Chair: Ben Dickey  
John Knight

Vice Chairs: Clare Rooth  
Barbara Williams

Clare Rooth thanked the Chair for his long service and said that his stepping down would be suitably marked by the Governing Body in the autumn term.

## 9. **Working Together - The Executive Director of the Children and Young People's Service's Report to School Governors and Headteachers**

The report was available at:

<http://www.lambethschoolservices.co.uk/Article/57159>

Attention was drawn to three items:

Annual Business of the Governing Body	Page 8
General Data Protection Regulation (GDPR)	Page 11
Financial Management	Page 16

ALL  
ALL  
ResCom

The Clerk was asked to check on the subscription to the Lambeth Governors' Forum.

Clerk

## 10. **School Policies**

Committees reviewed policies and recommended the policies for approval as listed below.

### **Resources Committee**

GDPR  
First Aid

These were

**Agreed.**

**11. Health and Safety Matters**

There were none reported.

**12. School Journey/Overnight Stays**

These had been dealt with by the Pupils, Parents and School Community Committee.

**13. Governing Body Training, Dates of Meetings and Visits**

**13.1 Training.** Training undertaken by governors was noted.

LA course information had been circulated and was available on the LA's website at

[www.lambethgovernorservices.co.uk](http://www.lambethgovernorservices.co.uk)

Bookings to be made through the school.

**13.2 Dates of Meetings.** The Headteacher explained that her suggestions for the 2018-2019 programme of meetings was based on the need for the meetings to be at the appropriate time to coincide with the dates that pupil performance figures were available. She also suggested that the Governing Body could meet less often.

Governors noted the dates of future meetings.

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Committee meeting dates would be notified in due course.

All meetings are on a Wednesday.

Full Governors Meetings will be from 7.00pm until 9.00pm.

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**13.3 Governors' Visits.**

Governor visits were noted.

**14. Any Other Business**

The Chair thanked the governors for their work over the past year and for their support to him throughout.

**15. Business for Next Meeting**

The main items would be:

Pupil Performance Figures  
School Development Plan

ALL

ALL

HT

Clerk

Annual Business

**16. Reports on Any Confidential Matters**

- 16.1 Headteacher's Report on Complaints, Exclusions and Racist Incidents.**
- 16.2 Reports from any Committee established to consider Parental Complaints, Pupil Exclusions or any other Confidential Matter.**
- 16.3 Any Other Confidential Business.**

There were no matters to report under these items.

The meeting closed at 8.50 pm.

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

<b>ACTION SUMMARY</b>		
<b>WHO</b>	<b>MINUTE</b>	<b>NOTES</b>
ALL	2 / 5.8 / 5.12 / 9 / 13.1 / 13.2	
CHAIR		
HT	13.2	
Achievement and Curriculum Comm		
Resources Committee	9	
Pupils, Parents and School Community Comm		
Pay Comm		
Committee Chairs		
Clerk	3 / 9 / 15	
Clare Rooth		
Barbara Williams		
Ben Dickey		