

CLAPHAM MANOR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held at the school on
WEDNESDAY 21st MARCH 2018 at 7.00 pm.

*****Future Meetings*****	
18 April	Achievement & Curriculum Committee
25 April	Resources Committee
2 May	Pupils, Parents & the Community Committee
9 May	Full Governors' Meeting
16 May	Meeting Cancelled
23 May	Governors' morning visit to school
13 June	Achievement & Curriculum Committee
20 June	Resources Committee
27 June	Pupils, Parents & the Community Committee
4 July	Full Governors' Meeting

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 12.2.

Constitution, Membership and Attendance

Clerk: Philip West

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

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

Absent with Apologies: Roxanne Baptiste

Absent without Apologies:

Also attended: Jo Clarke

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

	ACTION
<p>1. General Introduction</p> <p>Gina Cicerone was welcomed to the meeting and introductions made.</p> <p>Apologies. Apologies were noted as listed above.</p> <p>Any Other Business. There was none.</p> <p>Main Discussion Items. These would be as indicated under Main Business.</p>	
<p>2. Declaration of Interest/Register of Interests</p> <p>Governors were reminded that they must declare any personal or pecuniary interest in any item that might arise during the course of the meeting and that the register of interests, kept by the school, should be fully completed and up-to-date.</p> <p>It was confirmed that the school now had the completed forms.</p>	ALL
<p>3. Governing Body Membership</p> <p>New Governor: Gina Cicerone was co-opted as a governor.</p>	Clerk
<p>4. Minutes, Matters Arising and Chair's Action</p> <p>4.1 Minutes. Minutes of the meeting of 7th February 2018 had been circulated. The minutes were</p> <p>Agreed.</p> <p>4.2 Matters Arising. There were none.</p> <p>4.3 Chair's Action. There was none requiring endorsement by the governors.</p>	
<p>5. Report of the Headteacher</p> <p>The report had been circulated. The Headteacher took governors through her report and answered questions as summarised below.</p> <p>5.1 INSET Day in January. The Headteacher drew governors' attention to the art work produced to reflect the school's unique selling points identified at the January Inset day. The list of points would be e-mailed to governors.</p> <p>5.2 Leadership and Management. Phase Leaders' report had been circulated. Among general points noted were:</p> <ul style="list-style-type: none"> • The performance data in the Phase 1 report was based on autumn figures and the latest available figures doubled those scores as would be expected. • Pupils were performing particularly well in Phase 3. Work was being done to establish minimum expectations for the presentation of pupils' work across the whole curriculum, seeking consistency between the subjects. <p>5.3 Year 5. The Headteacher briefed governors on the performance of Year 5 pupils. They had not made as much progress last term as had been hoped and this followed a similarly disappointing year before. The school had decided that this cohort needed very strong teaching now and when they reached Year 6 to perform at the level they should be at.</p> <p>Governors asked if this had not been spotted before and were told it had and action taken. But there had been, for this cohort, a less secure teaching history than was usual. Among the measures now in place was regular classroom teaching from the Deputy Headteacher and the school felt that the pupils were responding well. Additional support would continue into and throughout Year 6. Plans were also being</p>	HT

made for some summer tuition to be provided.

The Achievement and Curriculum Committee was asked to ensure that it regularly monitored the progress of the cohort.

5.4 Year 6. Governors noted that the Headteacher was regularly class teaching in the Year 6 classes.

5.5 Children's Centre. The Committees had looked at the costs for the current building project.

5.6 Attendance. Governors were pleased to note that the school was on target to achieve its target attendance rate of 97%. Information was also provided on persistent poor attenders and the action taken as a result. It was explained that the reasons for warning letters being issued was often because there were other matters underlying the absences noted.

5.7 Pupil Behaviour. The behaviour of pupils continued to be outstanding.

5.8 SDP. A copy of the updated SDP had been circulated. The Headteacher pointed out the social needs analysis on Page 3 which showed how the outside perception of the school's pupils was very different from the reality. Some 25% of the pupils are on the vulnerable pupils' register.

5.9 Pupil/Teacher Ratio. Governors asked whether the pupil/teacher ratio at the school was lower than elsewhere as had always been believed. The actual figures would be found in the Lambeth school profile publication.

In response to a question, the Headteacher said she could not be certain that the current use of the support staff followed identified best practice. This was something she was looking at currently and expected to be talking to the governors about in more detail.

The Chair thanked the Headteacher for her report.

6. Pupil Premium Grant (PPG)

Governors received a presentation from Jennifer Ross on the PPG, what it was, how it was used and its impact. Her report had been circulated to governors.

Governors noted:

- The grant to the school was per pupil defined as disadvantaged.
- Depending on the category the per pupil rate was currently £1300 and in some cases £1900.
- The school had an above average number of PPG pupils.
- It had a good record of narrowing the gap between the performance of PPG and non-PPG pupils. However achieving this presented a difficult task when PPG pupils joined the school in the older year groups.
- The school found the Education Endowment Foundation a useful provider of support and resources for its approach to teaching the pupils.
- The school was required to publish on its website information on the use of PPG funds.
- All Committees were reminded that they had responsibility for the use of this funding and the impact it made. They might wish to consider the report further.

Comm
Chairs

The Chair thanked Jennifer Ross for her report.

7. Committees of the Governing Body

Reports of Meetings of Committees.

Achievement and Curriculum – no recent meeting.

Pupils, Parents and Community – 7th March, minutes to be circulated.

Clare Rooth reported that the meeting had:

- Monitored progress on the Centre building works.
- Noted details of her Safeguarding audit of the school.
- Reviewed and recommended for approval the Child Protection and Safeguarding Policy.
- Learnt of on-line safety procedures in the school.
- Discussed the need for clear identification of the school's sites and units.

Resources – 14th March, minutes to be circulated.

John Knight gave a verbal report that the Committee:

- Was continuing to monitor the budget.
- Would be setting the 2018/19 budget on 25th April. It would be relating the budget to the priorities identified in the SDP. It was also keen to increase the levels of reserves held.
- Agreed and recommended for approval a number of policies.
- Noted that the latest figures for the building development at the Centre showed a healthy saving on the budgeted figure.

The reports were received by the governors.

8. Safeguarding

Governors noted a number of matters under this heading, summarised below, most of which were reported to the Pupils, Parents and Community Committee.

The Headteacher confirmed that all procedures were being correctly operated and that the Single Central Record was complete and in order.

Clare Rooth, as the governor responsible for safeguarding, had visited the school and conducted a safeguarding audit, using the LA's checklist.

It was suggested that all governors attend a safeguarding training course. Governors may also wish to note an on-line Prevent training course. Details would be forwarded.

CR
Clerk

The Clerk was asked to check on the need for suitability forms to be completed by governors.

Clerk

9. School Policies

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

Resources Committee

- Appraisal Policy and Procedure for Teachers
- Code of Conduct
- Complaints Procedure
- Leave Code Policy
- Lettings Policy
- Purchasing Card Policy
- Substance misuse in the workplace
- Capability Policy and Procedure - Support Staff
- Capability Policy and Procedure – Teachers
- Dignity and Respect at Work Policy
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Probation Policy and Procedure
- Sickness Policy and Procedure

Pupils, Parents and Community Committee

Child Protection and Safeguarding

These were

Agreed.

10. Health and Safety Matters

There were none reported.

11. School Journey/Overnight Stays

There were no matters for report.

12. Governing Body Training, Dates of Meetings and Visits

12.1 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

Bookings to be made through the school.

Other Training Matters.

Ofsted Training. The Headteacher would check on a possible date for this.

Training Certificates. Governors were asked to send any received to Ashley Jackson in the school office.

12.2 Dates of Meetings. Governors noted the dates of future meetings.

Summer Term 2018

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25 April	Resources Committee
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12.3 Governors' Visits.

Governor visits were noted.

13. Any Other Business

Staffing. The Headteacher reported that she expected some movement of staff at the end of the current academic year. Governors were reminded that the teaching staff could resign up to

ALL

HT

ALL

ALL

the end of May for a start in September. The current advertisement for a nursery teacher had produced a good response initially.

Governors' Morning Visit. Governors were reminded that the governors' morning visit to the school was arranged for Wednesday 23rd May.

ALL

14. Business for Next Meeting

The main items would be:

- Committee Reports
- Arrangements for the Governors' morning visit

Clerk

15. Reports on Any Confidential Matters

15.1 Headteacher's Report on Complaints, Exclusions and Racist Incidents.

The Headteacher reported on three one day exclusions.

15.2 Reports from any Committee established to consider Parental Complaints, Pupil Exclusions or any other Confidential Matter.

15.3 Any Other Confidential Business.

There were no matters to report under these items.

The meeting closed at 9.05 pm.

Chair _____ Date _____

ACTION SUMMARY		
WHO	MINUTE	NOTES
ALL	2 / 12.1 / 12.2 / 13	
CHAIR		
HT	5.1 / 12.1	
Achievement and Curriculum Comm		
Resources Committee		
Pupils, Parents and School Community Comm		
Pay Comm		
Committee Chairs	6	
Clerk	3 / 8 / 14	
Clare Rooth	8	
Barbara Williams		
Ben Dickey		