

CLAPHAM MANOR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held at the school on
WEDNESDAY 9th MAY 2018 at 7.00 pm.

*****Future Meetings*****	
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
<p>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.</p>	

Constitution, Membership and Attendance

Clerk: Philip West

Nominated/Ex-officio/Elected - 5		Co-opted - 10		
1 LA	Nigel Haselden (C)	Gina Cicerone	Ren Chinnadurai	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: Ben Dickey and Jennifer Ross

Absent without Apologies: None

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

1. General Introduction

Apologies. Apologies were noted as listed above.

Any Other Business. The special review would be taken under this heading.

ACTION

Main Discussion Items. These would be as indicated under Main Business.

2. Declaration of Interest/Register of Interests

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.

ALL

The Disqualifications forms were tabled and completed.

Clerk

3. Governing Body Membership

Governors were sorry to learn that Joanna Fulford intended to resign at the end of the academic year. The Chair thanked her for her service and asked the Clerk to circulate her letter to the governors.

Clerk

4. Minutes, Matters Arising and Chair's Action

4.1 Minutes. Minutes of the meeting of **21st March 2018** had been circulated. The minutes were

Agreed.

4.2 Matters Arising. There were none.

4.3 Chair's Action. There was none requiring endorsement by the governors.

5. Committees of the Governing Body

Reports of Meetings of Committees.

Achievement and Curriculum – no recent meeting.

The meeting arranged for this term had to be cancelled and the Committee would be arranging a meeting shortly.

Pupils, Parents and Community – 2nd May, minutes circulated.

Clare Rooth reported that the meeting had:

- Noted delays on the nursery extension building works.
- Reviewed the arrangements and risk assessments for the school journeys to the PGL Centre for Year 6 pupils in September and the one night camping at Bear's Wood in June for KS1 pupils. These were approved.
Funding for pupil premium pupils had been made available and had enabled a number of pupils to register for the PGL journey.
- Reviewed and recommended for approval the policies listed:
 - Attendance
 - Drugs
 - Sex and Relationships
- Received a report from Clare Rooth on her recent SEN visit.

Resources – 25th April, minutes circulated.

John Knight reported that the Committee:

- Noted the outturn figures for 2017/18.
- Spent most of the meeting considering the 2018/19 budget. The draft budgets

allowed for small surpluses but the Committee felt that with more work a larger margin of safety could be achieved. The budget did not have to be submitted to the LA until 15th June so that the Committee would like the governors to approve the budget as drafted and that further work would be done to refine the figures.

- Noted the arrangements for the introduction of an electronic communication system for parents. Following a pilot for two year groups this was expected to be operational for September 2018.
- Had given some initial thought to how any external funding might be accessed.
- Discussed the restructuring of premises staff.

The reports were received by the governors.

6. **Governors' Morning Visit**

Governors discussed the format and programme for the morning visit later in the month. The Headteacher shared her initial thoughts on the possible activities and governors were happy for her to put the programme together.

HT

7. **Safeguarding**

Governors were reminded that they should ensure that the school had details of any training undertaken. It was particularly important for the school to have the information on safeguarding training and the details should be sent to Jane Christophi.

ALL

8. **Working Together**

The LA would make this available shortly.

9. **School Policies**

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

Pupils, Parents and School Committee

Attendance

Drugs

Sex and Relationships

These were

Agreed.

10. **Health and Safety Matters**

There were none reported.

11. **School Journey/Overnight Stays**

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

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

12.1 Training. Training undertaken by governors was noted.

Roxanne Baptiste circulated the training log for completion by the governors.

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.

ALL

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

Summer Term 2018

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

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Full Governors Meetings will be from 7.00pm until 9.00pm.
Committee Meetings will usually be from 6.30pm until 8.00pm.

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12.3 Governors' Visits.
Governor visits were noted.

13. Any Other Business

Special Review by the LA. This review had been requested by the Headteacher as part of the preparation for the Ofsted inspection that could be expected very soon. The report of the inspection, held on 1st May, had been circulated to governors. The Headteacher introduced this and governors discussed it as summarised below.

- The format of the inspection was noted.
- The Headteacher was pleased with what she felt was a very positive report. It was particularly noteworthy that progress across the board was graded as outstanding.
- One query raised by governors was whether any area was not covered by the inspection. The Headteacher wished there had been time for them to look at online safety for pupils.
Another query was whether the Headteacher felt that any aspect had been missed by the inspectors. She did feel some surprise that the level of Year 5 attainment had not been a matter for more detailed investigation.
- John Knight had met the inspectors to represent the Governing Body.
- The Headteacher felt that the review with its positive report was good for staff to experience and confidence-building for the future Ofsted.
- One of the actions was the need to consider the 15 minute difference in morning start times between KS1 and KS2. Having given it some thought the Headteacher felt that this was a fair point to raise and that there are clear advantages in reducing this to, say, five minutes. Governors too could see the merit of such a change and were happy for the Headteacher to undertake some consultation with the parents with a view to implementing the change in September 2018.

Funding Bid. The Headteacher explained the bid being made for funding for the Northlight Building Project. A parent had brought this to her attention and they were working on putting a bid together for the refurbishment of the building at a cost of around £150k.

14. Business for Next Meeting

The main items would be:

Headteacher's Report

Clerk

15. Reports on Any Confidential Matters

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

15.2 Reports from any Committee established to consider Parental Complaints, Pupil

**15.3 Exclusions or any other Confidential Matter.
Any Other Confidential Business.**

There were no matters to report under these items.

The meeting closed at 8.40 pm.

Chair _____ Date _____

ACTION SUMMARY		
WHO	MINUTE	NOTES
ALL	2 / 7 / 12.1 / 12.2	
CHAIR		
HT	6	
Achievement and Curriculum Comm		
Resources Committee		
Pupils, Parents and School Community Comm		
Pay Comm		
Committee Chairs		
Clerk	2 / 3 / 14	
Clare Rooth		
Barbara Williams		
Ben Dickey		