

# CLAPHAM MANOR PRIMARY SCHOOL GOVERNING BODY

**Minutes** of the meeting held at the school on  
**WEDNESDAY 11<sup>th</sup> OCTOBER 2017** at 7.00 pm.

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

|                   |   |
|-------------------|---|
| 8 November        | Governors Training Session              |
| 15 November       | Achievement & Curriculum Committee      |
| 22 November       | Resources Committee                     |
| 29 November       | Pupils, Parents and Community Committee |
| <b>6 December</b> | <b>Full Governors' Meeting</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 11.2.**

## Constitution, Membership and Attendance

**Clerk:** Philip West

| Nominated/Ex-officio/Elected - 5 |                             | Co-opted - 10          |                       |
|----------------------------------|-----------------------------|------------------------|-----------------------|
| <b>1 LA</b>                      | Nigel Haselden (C)          | Jane Christofi         | John Knight           |
| <b>1 HT</b>                      | Brian Hazell                | Ben Dickey             | Tim Oswin             |
| <b>2 Parents</b>                 | Roxanne Baptiste (from 5.2) | <b>Joanna Fulford*</b> | Clare Rooth (VC)      |
|                                  | Charlotte Sanders           | Oliver Hatfield        | Barbara Williams (VC) |
| <b>1 Staff</b>                   | Jennifer Ross               | <b>Delyth Hughes*</b>  | <b>VACANCY</b>        |

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

**Absent with Apologies:** Joanna Fulford and Delyth Hughes

**Absent without Apologies:**

**Also attended:** Renuka Chinnadurai – Headteacher Designate

## Committees and Membership

| Achievement and Curriculum  | Pupils, Parents and School Community   | Resources  | Headteacher's Performance Review/Pay                             |
|---|--|--|--|
| Ben Dickey (C)<br>Joanna Fulford<br>Nigel Haselden<br>Barbara Williams<br>+<br>Jo Clarke (co-opted) | Roxanne Baptiste<br>Jane Christofi<br>Nigel Haselden<br>Clare Rooth (C)<br>Delyth Hughes<br>Charlotte Sanders<br>+<br>Alex Patrick | Nigel Haselden<br>Oliver Hatfield<br>Headteacher<br>John Knight<br>Clare Rooth | Nigel Haselden<br>Clare Rooth<br><br>Review Governor: 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/<br>Safeguarding | Clare Rooth      | Training Link Governor                   | Roxanne Baptiste<br>Charlotte Sanders |
| English                           | Joanna Fulford   | Health & Safety                          | <b>Vacancy</b>                        |
| Maths                             | Barbara Williams | School Council                           | Jennifer Ross                         |
| Science                           | Ben Dickey       | Early Years/Children's<br>Centre Com Rep | Alex Patrick                          |
| SEND                              | Clare Rooth      |  |                                       |

### 1. General Introduction

The Chair welcomed the governors to the meeting and all welcomed Ms Renuka Chinnadurai, Headteacher Designate. Governors introduced themselves.

**ACTION**

**Apologies.** Apologies were noted as listed above.

**Any Other Business.** None.

**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 Clerk was asked to liaise with the school to arrange for the renewal of the register of interests.

Clerk

**3. Governing Body Membership**

**Resignation:** Abby Taylor, co-opted governor, from the end of July 2017.

**Vacancies:** one co-opted governor.

Barbara Williams reported that ECOSS had put forward a potential governor. However the skills match was not felt appropriate and filling the vacancy had been deferred for the time being.

**4. Chair and Vice Chair**

**Chair.**

Nigel Haselden was appointed Chair for 2017/18.

In taking up the post, the Chair told governors that he intended this important year in the life of the school would be his final as Chair. Governors were urged to think about his replacement in 2018.

ALL

**Vice Chairs.**

Governors approved the proposal for there to be three vice-chairs and accordingly John Knight, Clare Rooth and Barbara Williams were appointed joint Vice Chairs for 2017/18.

**5. Clerk**

Philip West was appointed Clerk for 2017/18.

**6. Minutes, Matters Arising and Chair's Action**

**Minutes.** Minutes of the meeting of 5<sup>th</sup> July 2017 had been circulated. The minutes were

**Agreed.**

There were no matters arising and no Chair's action requiring endorsement.

**7. Committees of the Governing Body**

**Reports of Meetings of Committees.**

**Achievement and Curriculum – 13<sup>th</sup> September circulated.**

Barbara Williams reported that the Committee had:

- Reviewed pupil achievement and noted the Analyse School Performance website which is a replacement for the Raiseonline service. In discussion the

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need for a correction to the minutes was noted.

- Identified which items in the school development plan (SDP) were of particular relevance to the Committee:

Priority 2 – Quality of Teaching

Priority 4 – Outcomes for Pupils

Priority 5 – Effectiveness of Early Years Provision

- Looked at ways in which governors could most effectively evaluate their work as governors. The suggestions had been circulated to Committee Chairs and had been found helpful. Barbara Williams commented that the Committee had aimed for a light touch to avoid the task becoming onerous.

#### **Pupils, Parents and Community - 27<sup>th</sup> September 2017, minutes to be circulated.**

Clare Rooth reported that the meeting had:

- Considered the LA's proposals for the Children's Centre services in the Borough. These were quite wide-ranging and are the subject of further discussion with the LA.
- Noted that the school was now managing the holiday club. The numbers attending having already increased, the school was aiming for further expansion. It was also considering the management of the Afterschool and Breakfast clubs.
- Agreed that the Committee's priority from the SDP was Priority 3 – Personal Development, Behaviour and Welfare.
- Noted that Clare Rooth was continuing work to establish a shared drive which would permit the sharing of documents for governors.

#### **Resources – 4<sup>th</sup> October 2017, minutes to be circulated.**

John Knight reported that the meeting had:

- Reviewed accounts to date and noted that the projected end of year balance was slightly lower than envisaged.
- Reviewed and recommended policies for approval.
- Agreed to establish a Pay Committee, the membership to be determined.
- Considered the funding for the Headteacher's retirement event.

Clerk

The reports were received by the governors.

## **8. Annual Business**

Governors noted the need to review and deal with various matters as listed below:

**Appointments of Chair, Vice Chairs and Clerk:** actioned above.

**Committee Structure and Membership:** this was revised as set out on the front page of these minutes.

**Special Responsibilities:** this was revised as set out on the front page of these minutes.

**Governors Interests:** the forms would be circulated for completion.

Clerk

#### **Documents:**

Standing Orders – this had been circulated and was approved.

Code of Conduct – this had been adopted some years ago and governors felt that they would like to review it.

Clerk

Information for Governors paper - this had been circulated and governors were happy with the draft.  
 Committee Terms of Reference – these had been reviewed by the Committees and would be circulated.  
 Financial Regulations and Scheme of Delegation– these are dealt with below at minute 10.

Clerk

**9. Retirement of the Headteacher**

This matter was taken under confidential business.

**10. School Policies**

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

**Resources**

Critical Incident Management Response  
 Financial Regulations  
 Scheme of Delegation

These were

**Agreed.**

**11. Health and Safety Matters**

The Headteacher reported on the damage caused by a roofing contractor's failure to provide adequate weather protection. This was being pursued as an insurance claim.

**12. School Journey/Overnight Stays**

The Year 6 journey had been successful. The number of pupils participating was the highest for some years.

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

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

Information on LA courses was available on the LA's website at

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

Bookings to be made through the school.

ALL

**Other Training Matters.** Governors agreed arrangements for the training session on **Wednesday 8<sup>th</sup> November**. The topic would be the school's SDP and the role of Committees in monitoring this. The Headteacher would ask a member of staff to give a briefing to governors and John Knight together with Clare Rooth and Ben Dickey would organise the event.

ALL

**13.2 Dates of Meetings.** Governors agreed the dates of future meetings.

**Autumn Term 2017**

|                   |   |
|-------------------|---|
| 8 November        | Governors Training Session              |
| 15 November       | Achievement & Curriculum Committee      |
| 22 November       | Resources Committee                     |
| 29 November       | Pupils, Parents and Community Committee |
| <b>6 December</b> | <b>Full Governors' Meeting</b>          |

ALL

## Spring Term 2018

|                    |   |
|--------------------|---|
| 17 January         | Achievement & Curriculum Committee        |
| 24 January         | Resources Committee                       |
| 31 January         | Pupils, Parents & the Community Committee |
| <b>7 February</b>  | <b>Full Governors' Meeting</b>            |
| <b>21 February</b> | <b>Governors' Training Session</b>        |
| 28 February        | Achievement & Curriculum Committee        |
| 7 March            | Pupils, Parents & the Community Committee |
| 14 March           | Resources Committee                       |
| <b>21 March</b>    | <b>Full Governors' Meeting</b>            |

ALL

## Summer Term 2018

|               |   |
|---------------|---|
| 18 April      | Achievement & Curriculum Committee        |
| 25 April      | Resources Committee                       |
| 2 May         | Pupils, Parents & the Community Committee |
| <b>9 May</b>  | <b>Full Governors' Meeting</b>            |
| <b>16 May</b> | <b>Meeting Cancelled</b>                  |
| <b>23 May</b> | <b>Governors' morning visit to school</b> |
| 13 June       | Achievement & Curriculum Committee        |
| 20 June       | Resources Committee                       |
| 27 June       | Pupils, Parents & the Community Committee |
| <b>4 July</b> | <b>Full Governors' Meeting</b>            |

ALL

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Committee Meetings will usually be from 6.30pm until 8.00pm.

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### 13.3 Governors' Visits.

There were no recent governor visits noted.

## 14. Any Other Business

### Retirement of the Headteacher.

This was taken under confidential business and the Headteacher withdrew from the meeting for this discussion.

The Resources Committee had discussed this and it was noted that the LA's Head of Finance had provided guidance on the arrangements for the retirement event funding. The Committee had considered this and recommended that, in the light of that advice, that the Governing Body approve expenditure of £10k towards the cost of this event. After discussion and some clarification the governors

### Agreed.

Governors also discussed how they would wish to mark the Headteacher's retirement and a number of suggestions were noted. There would be explored and the matter discussed again at the training evening on **8<sup>th</sup> November**.

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## 15. Business for Next Meeting

The main items would be:

Headteacher's Report

Clerk

The Headteacher would, in conjunction with Renuka Chinnadurai, identify strategic issues which the governors might wish to consider in future meetings.

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16. Reports on Any Confidential Matters

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

There were no matters to report under these items.

The meeting closed at 9.05 pm.

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

| <b>ACTION SUMMARY</b>                     |                     |              |
|---|---------------------|--------------|
| <b>WHO</b>                                | <b>MINUTE</b>       | <b>NOTES</b> |
| ALL                                       | 2 / 4 / 13.1 / 13.2 |              |
| CHAIR                                     |                     |              |
| HT  | 15                  |              |
| Achievement and Curriculum Comm           |                     |              |
| Resources Committee                       |                     |              |
| Pupils, Parents and School Community Comm |                     |              |
| Pay Comm                                  |                     |              |
| Committee Chairs                          |                     |              |
| Clerk                                     | 2 / 7 / 8 / 15      |              |
| Clare Rooth                               |                     |              |
| Barbara Williams                          | 7                   |              |
| Ben Dickey                                |                     |              |