

CLAPHAM MANOR PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held at the school on
THURSDAY 9th FEBRUARY 2017 at 7.00 pm.

*******Future Meetings*******

Spring Term 2017

1 March	Achievement & Curriculum Committee
8 March	Resources Committee – Budget Meeting
15 March	Pupils, Parents & the Community Committee
22 March	Full Governors' Meeting

Summer Term 2017

19 April	Achievement & Curriculum Committee
3 May	Resources Committee
10 May	Pupils, Parents & the Community Committee
17 May	Full Governors' Meeting
24 May	Governors' morning visit to school
14 June	Achievement & Curriculum Committee
21 June	Resources Committee
28 June	Pupils, Parents & the Community Committee
5 July	Full Governors' Meeting

All meetings are on a Wednesday.

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

Committee Meetings will usually be 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 14.2.

All meetings are on Wednesdays. Governing Body meetings start at 7.00 pm and committees start at 6.30 pm unless otherwise stated.

Constitution, Membership and Attendance

Clerk: Philip West

Nominated/Ex-officio/Elected - 5		Co-opted - 10	
1 LA	Nigel Haselden (C)	Jane Christofi	Clare Rooth (VC)
1 HT	Brian Hazell	Ben Dickey	Abby Taylor*
2 Parents	Roxanne Baptiste*	Joanna Fulford	Barbara Williams (VC)
	Charlotte Sanders	Delyth Hughes	
1 Staff	Jennifer Ross	John Knight*	
		Two Vacancies	

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

Absent with Apologies: Roxanne Baptiste, John Knight and Abby Taylor

Absent without Apologies:

Also attended:

Committees and Membership

Achievement and Curriculum	Pupils, Parents and School Community	Resources	Headteacher's Performance Review/Pay
Ben Dickey (C) Joanna Fulford Nigel Haselden Abby Taylor Barbara Williams + Jo Clarke (co-opted)	Roxanne Baptiste Nigel Haselden Clare Rooth (C) Headteacher Delyth Hughes Charlotte Sanders + Alex Patrick	Jane Christofi Nigel Haselden Headteacher John Knight Clare Rooth Abby Taylor	Nigel Haselden Clare Rooth 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/ Safeguarding	Chair	Training Link Governor	Roxanne Baptiste Charlotte Sanders
Computing	Clare Rooth	Data	Joanna Fulford
English	Abby Taylor	Health & Safety	Ben Dickey
Maths	Barbara Williams	School Council	Jennifer Ross
Science	Ben Dickey	Pupil Premium	Vacancy
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. There were 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.

3. Governing Body Membership

Governors noted:

Current Vacancies: two co-opted governors.

Barbara Williams undertook to progress this.

Ben Dickey had received no response so far from the Clapham Business Improvement District (BID). The Chair asked to be briefed on this and he would contact them.

4. Minutes, Matters Arising and Chair's Action

Minutes. Minutes of the meetings of **9th November 2016 and 11th January 2017** had been circulated. The minutes were

Agreed.

There were no matters arising and there was no action taken by the Chair requiring governors' approval.

5. Report of the Headteacher

The report was for the autumn term and had been circulated in December. The Headteacher drew attention to the points noted below.

- The excellent SATs results were reported in detail.
- There were many photographs of the Christmas production and of other school events involving the school community.
- Governors were particularly pleased to see the winning entry in the Lambeth Christmas card competition.
- Governors found the Phase Leader's reports interesting. The common format had been helpful, governors commented.

ACTION

ALL

BW

BD/Chair

6. The Children's Centre Capital Funding Bid and The Spinney Development

Governors were delighted to learn of the success of the proposal to redevelop the ICT room at the Children Centre site to create more places for 3 and 4 year olds. The school will receive 75% of the build costs amounting to £268k from the DFE and the remaining 25% would be funded through the Centre's contingency budget. Governors recorded their appreciation of the work in securing this funding.

The continuing delay with progress on the development of the Spinney building was a disappointment to the staff and users of the service. Jane Christofi would provide the Chair with further detail and he would contact the Director regarding this.

JC
Chair

7. Committees of the Governing Body

Reports of Meetings of Committees.

Achievement and Curriculum – 16th November 2016 and 1st February 2017, minutes circulated.

Barbara Williams reported that the November meeting had:

- Noted a report from Joanna Fulford on her meeting with Jo Clarke to look at data.
- Reviewed the Committee's terms of reference.
- Considered the range of governors' special responsibilities and felt that a more thorough review was required.
- Reviewed and recommended for approval the Early Years Policy.

Ben Dickey reported that the February meeting had:

- Reviewed and recommended for approval the Sex and Relationships Policy.
- Reviewed and recommended for approval the Drugs Policy.
- The Food Policy was considered and would be looked at further at the next meeting.

Pupils, Parents and Community, 30th November 2016, minutes circulated. The meeting of 25th January 2017 was cancelled.

Clare Rooth reported that the meeting had been largely concerned with progress on the Spinney and nursery development projects.

Resources – 23rd November 2016 and 18th January 2017.

Clare Rooth reported that the meeting had:

- Noted an improvement in the likely savings for the current year.
- Looked at the outline budget for the next two years. The Headteacher explained that costs were rising from increments in staff pay, pension contributions and other items and that there would be in due course a reduction in funding. The school was full so it could not improve on its income. He with the school's SLT was producing a paper for the Committee to consider on possible reductions in expenditure.
- Reviewed and recommended for approval the listed policies:
 - Substance Misuse
 - School Leave
 - Complaints
 - Appraisal for Teaching Staff

Circulation of Minutes

The Clerk commented on the need to ensure that minutes of committee were circulated regularly and that all governors should receive all minutes. The Headteacher and Committee Chairs would ensure that this was done in future.

HT
Com
Chairs

8. School Budget 2017/18

Res
Comm

ALL

It was agreed that the authority to approve the budget should be delegated to the Resources Committee. This would meet on **8th March** and the Chair reminded governors that all were welcome to attend this meeting.

9. School Policies

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

Resources

Substance Misuse
School Leave
Complaints
Appraisal for Teaching Staff

Achievement and Curriculum

Sex and Relationships
Drugs

These were

Agreed.

10. Health and Safety Matters

There were no matters reported.

11. School Journey/Overnight Stays

There were no matters for report.

12. "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/25186>

The Clerk drew governors' attention to matters as detailed below.

12.1 Pay Policy (pages 4 and 5). The LA would be issuing guidance this term on the 2016 Pay and Conditions Document. The report includes a link to the DFE advice.

12.2 Effective Governance (page 9). The LA will be circulating a revised tool kit in assist governors in reviewing the work of the Governing Body.

12.3 Ofsted (page 13). Governors are advised to ensure that they are fully prepared for an Ofsted inspection.

ALL

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

Bookings to be made through the school.

Other Training Matters.

A training session for all governors on pupil performance data was to be arranged on a date to be arranged.

ALL

The school was asked to check on its subscriptions to Modern Governor and National Governors Association.
Delyth Hughes was advised of the LA's induction course for new governors.

Clerk

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

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ALL

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13.3 Governors' Visits. Governors' visits to the school were noted.

15. Business for Next Meeting

The main item would be:

Headteacher's Report

Clerk

16. Any Other Urgent Business

School Term Dates. A copy of the school term dates for 2017-18 was tabled and, subject to a minor amendment, were

Agreed.

17. Reports on Any Confidential Matters

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

The Headteacher reported that there had been two exclusions:

Year 3 Boy for two days.

Year 3 Boy for one day.

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

17.3 Any Other Confidential Business.

There were no matters to report under these items.

The meeting closed at 8.50 pm.

Chair _____ Date _____

ACTION SUMMARY		
WHO	MINUTE	NOTES
ALL	2 / 8 / 12 / 13.1 / 13.2	
CHAIR	3 / 6	
HT	7	
Achievement and Curriculum Comm		
Resources Committee	8	
Pupils, Parents and School Community Comm		
Committee Chairs	7	
Clerk	13.1 / 14	
Clare Rooth		
Barbara Williams	3 / 5	
Jane Christofi	6	
Ben Dickey	3	