

CLAPHAM MANOR PRIMARY SCHOOL GOVERNING BODY

**Minutes of the meeting held at the school on
WEDNESDAY 9th NOVEMBER 2016 at 7.00 pm.**

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

Autumn Term 2016

16 November Achievement & Curriculum Committee
23 November Resources Committee
30 November Pupils, Parents and Community Committee

Spring Term 2017

11 January Full Governors' Meeting
18 January Resources Committee
25 January Pupils, Parents & the Community Committee
1 February Achievement & Curriculum Committee
8 February Full Governors' Meeting

A full list is at minute 15.2.

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	John Knight	
1 Staff	Jennifer Ross		
		Three Vacancies	

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

Absent with Apologies: 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 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

	ACTION
<p>1. General Introduction</p> <p>Apologies. Apologies were noted as listed above.</p> <p>Any Other Business. Nigel Haselden had been re-nominated by the LA for the Governing Body and it was agreed to re-appoint him to the Governing Body.</p> <p>Two other matters would be dealt with under AOB.</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>	ALL
<p>3. Chair and Vice Chair</p> <p>Nigel Haselden was appointed Chair for 2016/17. Clare Rooth and Barbara Williams were appointed Vice Chairs for 2016/17.</p>	
<p>4. Clerk</p> <p>Philip West was appointed Clerk for 2016/17.</p>	
<p>5. Governing Body Membership</p> <p>Governors noted:</p> <p>Resignation: Eddie Woods, co-opted governor, had resigned at the end of August 2016. Forthcoming Completion of Term of Office: Jennifer Ross, elected staff, from 30th November 2016. Current Vacancies: three co-opted governors.</p> <p>Barbara Williams reported on action she had taken to find additional governors. One potential candidate would be meeting her and the Headteacher the following week. She would continue to pursue other options. Having looked at the governors' skills audit, particular skill needs of the Governing Body were finance and legal.</p> <p>Ben Dickey suggested that the Clapham Business Improvement District (BID) would be another possible avenue and governors agreed that he should contact BID to enquire. The Headteacher would be notifying staff of the forthcoming staff governor vacancy.</p>	BW BD
<p>6. Minutes, Matters Arising and Chair's Action</p> <p>Minutes. Minutes of the meeting of 6th July 2016 had been circulated. The minutes were Agreed.</p> <p>There were no matters arising and there was no action taken by the Chair requiring governors' approval.</p>	
<p>7. Committees of the Governing Body</p> <p>Reports of Meetings of Committees.</p> <p>Achievement and Curriculum – 14th September 2016, meeting inquorate. Ben Dickey reported that the members had discussed the recently published report on the use of teaching assistants. This was a topic which the committee would explore further.</p>	

It was noted that meetings had very rarely been inquorate at the school and no one could recall the last time this had happened.

Pupils, Parents and Community, 5th October 2016, minutes circulated.

Clare Rooth reported on the meeting as summarised below.

- **Parent View.** This online service would be introduced to parents at a future Parents' Forum meeting.
- **Children's Centre Planning Application.** The delay caused by the need to seek formal approval by the Secretary of State was explained. The LA was looking at ways this process could be accelerated.
- **Children's Centre Funding.** The Centre was facing a substantial funding reduction of around 25%. Discussions were continuing with the LA on how the cuts would be implemented and how the Centre could reorganise its services to manage the reductions.
- **Volunteer Programme.** This had been successfully introduced and was to be extended.
- **Policy.** The School Dress Code was reviewed and recommended for approval by the Governing Body (see 11 below).
- **School Prospectus.** The draft had been noted. Copies were tabled for governors' information.

Resources – 28th September 2016, meeting cancelled.

8. School Organisation

Governors noted that with changes in the legislation, the need for further immediate consideration of Academy status was removed.

9. School Vision

The Headteacher reported on his work to promote the Vision and his talks with staff, parents and pupils. The draft prospectus included a section on this and a short film, made by an ex-pupil Callum Wood, was shown. Governors also noted the display boards setting out the main points of the Vision.

He asked the governors to ensure they were aware of the main points and to establish a sense of ownership of the Vision to guide their thinking and decisions. There would be longer discussions regarding this at future meetings.

ALL

10. Annual Business

Governors dealt with a number of items of annual business as detailed below.

Structure and Membership of Committees. These were reviewed and confirmed as detailed on the front page of these minutes.

Governors' Special Responsibilities. These were reviewed and confirmed as detailed on the front page of these minutes.

A number of points were made in discussing these matters as noted below.

- There were both advantages and disadvantages in rotating committee membership.
- The membership could need reconsidering when additional governors were co-

<p>opted.</p> <ul style="list-style-type: none"> It was not always possible to make an exact fit between a special responsibility and the governor's committee membership. But good communication by the governor could overcome any problems. The Achievement and Curriculum Committee would look at the Pupil Premium special responsibility post. 	AC Com
<p>Financial Matters. The review of the Financial Regulations, Scheme of Delegation and the Statement of Internal Controls was delegated to the Resources Committee.</p>	Res Com
<p>Standing Orders and the Governors' Code of Conduct. A couple of minor amendments were required to ensure compliance with current legislation. The Clerk would make these and circulate copies before the next meeting.</p>	Clerk
<p>11. School Policies</p> <p>Committees reviewed policies and recommended the policies for approval as listed below.</p> <p>These were</p> <p>Agreed.</p> <p>Pupils, Parents and Community School Dress Code</p>	
<p>12. Health and Safety Matters</p> <p>There were no matters reported.</p>	
<p>13. School Journey/Overnight Stays</p> <p>There were no matters for report.</p>	
<p>14. "Working Together" - The Executive Director of the Children and Young People's Service's Report to School Governors and Headteachers.</p> <p>The Report was available at</p> <p>lambethgovernorservices.co.uk/Article/22429</p> <p>The Clerk drew governors' attention to matters as detailed below.</p>	
<p>14.1 Governance Matters - page 9. This draws attention to matters regarding their membership that governors should already be aware of.</p> <p>14.2 Ofsted - page 12. Governors were recommended to read this item.</p> <p>14.3 School Profile, Contextual Reports and EAL proficiency data – pages 15 and 17. These were referred to the Achievement and Curriculum Committee.</p> <p>14.4 Looked After Children and Children missing Education - pages 20 and 23. The Pupils, Parents and Community Committee was asked to consider if any action was required.</p> <p>14.5 School Audits and Risk Management – pages 27 and 32. These were referred to the Resources Committee.</p>	<p>ALL</p> <p>AC Com</p> <p>PPC Com</p> <p>Res Com</p>
<p>15. Governing Body Training, Dates of Meetings and Visits</p> <p>15.1 Training. Training undertaken by governors was noted.</p> <p>Information on LA courses was available on the LA's website at</p> <p>www.lambethgovernorservices.co.uk</p>	ALL

Bookings to be made through the school.

Governors discussed whether to devote their next training session to Ofsted or Safeguarding and decided that the latter was preferable. However, with the rearranged dates of meetings, there was a need to find a suitable date, usually a Wednesday, for the next training session. The Pupils, Parents and Community was asked to look at this.

PPC Com

- 15.2 Dates of Meetings.** Governors noted the need to rearrange the date of the next meeting and consequent changes. They agreed the schedule of meetings as listed.

16 November	Achievement & Curriculum Committee
23 November	Resources Committee
30 November	Pupils, Parents and Community Committee

ALL

Spring Term 2017

11 January	Full Governors' Meeting
18 January	Resources Committee
25 January	Pupils, Parents & the Community Committee
1 February	Achievement & Curriculum Committee
8 February	Full Governors' Meeting
1 March	Achievement & Curriculum Committee
8 March	Resources Committee
15 March	Pupils, Parents & the Community Committee
22 March	Full Governors' Meeting

ALL

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.

16. Business for Next Meeting

The main item would be:

Headteacher's Report

Clerk

17. Any Other Urgent Business

17.1 Safeguarding. Governors signed to confirm their receipt and reading of a paper on safeguarding.

17.2 Purchase of Lap-tops. The Headteacher had circulated a number of papers regarding the proposed expenditure of over £20k on lap-tops. The papers set out the work which had been done on setting the course for future investment in ITC and the details of the quotes received. Details of the strategy were clarified and the governors

Agreed the purchase as detailed.

18. Reports on Any Confidential Matters

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

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

18.3 Any Other Confidential Business.

There were no matters to report under these items.

The meeting closed at 9.00 pm.

Chair _____ Date _____

ACTION SUMMARY		
WHO	MINUTE	NOTES
ALL	2 / 9 / 14.2 / 15.1 / 15.2	
CHAIR		
HT		
Achievement and Curriculum Comm	10 / 14.3	
Resources Committee	10 / 14.5	
Pupils, Parents and School Community Comm	14.4 / 15.1	
Committee Chairs		
Clerk	10 / 16	
Clare Rooth		
Barbara Williams	5	
Ben Dickey	5	