

**CARDEN PRIMARY SCHOOL
GOVERNING BODY
MINUTES**

Meeting of:	FULL GOVERNING BODY
Date/Time:	19 th January 2017 4pm
Location:	Carden Primary School
For:	Full Governing Body, Website, Sam Beal
Present:	Governors (voting) Jeff Nixon (JN) Jayne Bravery (JB) Chair of Governors Paul Smith (PS) Pete Sandeman (PDS) Helen Longton-Howorth (HLH) Samantha Beal (SB) Sophie Wadleigh (SW) John Hull (JH) Dan Holmes (DH) Karen Willbridge (KW) Other (non-voting): Janet Johnson (JJ) Clerk

	DISCUSSION and DECISIONS	ACTION
1	INTRODUCTION JJ welcomed everyone to the meeting which was the first formal meeting since the resignation of the Chair of Governors. Apologies had been received from Kevin Cunningham and Jayne Bravery which were accepted. No declarations of interest were made when invited.	
2	ELECTION OF CHAIR The position of chair being vacant, nominations had previously been sought. It would be for two terms expiring at the first meeting of the autumn 2017 term. JJ confirmed she had received just the one nomination, from JN. No further nominations were forthcoming when invited. JN made to withdraw from the discussion but governors had already indicated they would like him to be chair, and this was now confirmed. ❖ JN was elected as chair <i>nem com</i> JN took the chair for the remaining items of the meeting. VICE CHAIR ARRANGEMENT JN thanked all for attending and gave a warm welcome to KW, the recently elected staff governor and SB, for both of whom it was their first formal meeting. There had been no nominations for Vice Chair and in discussion ❖ It was agreed all chairs of committees would be joint vice chairs. JN proposed a monthly, or as needed, meeting of chairs.	# JJ #JJ Chairs
3	APPOINTMENT OF CO-OPTED GOVERNOR SB had applied to become a co-opted governor and her application and skills form had already been considered by governors and she had attended informal meetings at the school.	

✚ Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;

✚ Ensuring clarity of vision, ethos and strategic direction

✚ Overseeing the financial performance of the school and making sure its money is well spent.

**CARDEN PRIMARY SCHOOL
GOVERNING BODY
MINUTES**

	<p>Previously a teacher, her passion now lay within equalities work. Governors had been very impressed with her skills and some knew of her work within Brighton and Hove. They considered she would be an excellent addition to the governing body.</p> <p style="text-align: center;">❖ It was agreed SB would be co-opted to the governing body with immediate effect</p> <p>JN would be SB mentor unless another governor offered shortly. DH would be mentor for KW. JJ would continue with the induction process.</p>	#JJ
4	<p>MINUTES OF LAST MEETINGS and MATTERS ARISING</p> <p>The minutes of the meetings on 8th September 2016 and 7th July 2016 were agreed to be an accurate record and signed by JN accordingly. There were no matters arising. The notes from the informal meeting on 8th December 2016 were agreed.</p> <p style="text-align: center;">❖ The appointment of PSD to Chair and PS to Vice Chair of D&R was ratified.</p> <p>JJ would provide PSD with further information including relevant training courses.</p>	#JJ PSD
5	<p>OFSTED REPORT</p> <p>5.1 Governors had already received and considered the report from Ofsted with their findings following their inspection in November. The inspection had judged the school to be GOOD. Governors were of the opinion the grade was due to HLH and staff and that the school was now well placed to continue its improvement. Another governor recalled that on the day of the de-brief with the HMI the additional comments made had been very good. Governors now formally accepted the report and recommended a small social event be arranged for staff to enable governors to pass on their thanks.</p> <p>HEADTEACHER REPORT</p> <p>5.2 Before moving on to this item JN drew attention to the article in the Guardian regarding the financial difficulties being faced by Carden. Governors voiced their support for HLH.</p> <p>5.3 Governors had already considered the headteacher's report. Further information was provided:</p> <ul style="list-style-type: none"> • There were still problems with numbers on roll and the admissions policy of Brighton and Hove. • The school needed to continue to promote itself and following the Ofsted inspection changes for September were now being considered, particularly with Nursery and Reception. • HLH and the deputy headteacher had visited a 'beacon' nursery in Enfield and visits to many other different settings were planned with a view to gleaning best practice and ideas. • The survey for pre-school had revealed the great desire for wraparound care as provision for this around the school was low. 	HLH

- ✚ Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- ✚ Ensuring clarity of vision, ethos and strategic direction
- ✚ Overseeing the financial performance of the school and making sure its money is well spent.

**CARDEN PRIMARY SCHOOL
GOVERNING BODY
MINUTES**

<ul style="list-style-type: none"> • Staffing was quite static. Reception was now going to be covered by a very experienced supply teacher who has worked at the school before. • Achievement. The FLiC assessment system is now being rolled out, with HLH and the deputy headteacher also providing training and checking consistency of use. Preliminary indications were that it was working very well. • Phonics (an Ofsted next step for improvement area). As a result of work to date big improvements were expected by the end of the year. • Maths was retained as an area for focus by the school despite Ofsted considering all was well. • There would be a learning walk next week and HLH would advise timings so governors could attend. • Carden was involved in several moderation schemes including in writing. • Staff development. Maths skills were improving and further activities were planned. • Governors were invited to attend the inset day on 1st September, am. ' Andy Cope: the art of Being Brilliant'' • The decision whether to continue with Edison at a lower scale and how to finance it was being considered. Governors made some suggestions. <p>5.4 Roll numbers. Are pupils moving to local schools or out of the area? Mostly out of the area. A governor had had excellent feedback from the prospective parents' event. Governors noted year 2 was full. They agreed the positive impact of initiatives made by the new headteacher, which was evident from the figures quoted.</p> <p>5.5 Exclusions and bullying – why are there no incidents of bullying reported? Because they are probably relationship conflict and we deal with that. We do report and have reported bullying when it occurs Racist incidents? Nothing this term. A governor suggested this was changed to prejudice-based incidents and this was agreed. HLH stated and governors could confirm that incidents were treated seriously. The Ofsted inspection had not picked up anything. A governor said they used the CPOMS recording system and staff knew the children well which was one advantage of having lower numbers on roll.</p> <p>The report was accepted and governors were reminded there were relevant training sessions available for them.</p>	<p>HLH ALL</p>
---	----------------

- ✚ Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- ✚ Ensuring clarity of vision, ethos and strategic direction
- ✚ Overseeing the financial performance of the school and making sure its money is well spent.

**CARDEN PRIMARY SCHOOL
GOVERNING BODY
MINUTES**

6	<p>COMMITTEES REPORT ON SCHOOL IMPROVEMENT</p> <p>6.1 CLA. The draft minutes were accepted. Governors were invited to submit questions to DH regarding maths to enable the maths lead to respond for the next meeting.</p> <p>6.2 HSW. These meetings were now going to be during the day and would be followed by pupil conferencing. The next meeting on 28th Feb will be at 8am. SW would liaise with DH regarding the conferencing. The draft minutes were accepted.</p> <p>6.3 D&R. There was a request that the draft minutes be amended to clarify the pupil premium report had been considered earlier in 2016 and this would be reviewed during 2017. Governors had already considered the pay policy and scheme of delegation. JJ confirmed the amendment to the scheme of delegation had been made as requested.</p> <ul style="list-style-type: none"> ❖ The pay policy 2016/17 was agreed ❖ The scheme of delegation was agreed ❖ The decision regarding the debit to the school fund was confirmed. 	ALL
7	<p>SCHOOL FINANCIAL VALUE STANDARD <i>for approval</i></p> <p>In addition to the regular review of the standard at D&R committee meetings JN had recently met with the school business manager. He could report that the school met the standard in every section and this was the first time it had been able to do so. Governors had reviewed the document and agreed the outcomes. It was signed by the chair accordingly.</p> <p>Do parents have a say in the use of school funds? Not directly other than concerning the fundraising group.</p>	
8	<p>SCHOOL MEAL DEBT POLICY</p> <p>Governors had already considered the proposed school meal debt policy. They now agreed it in principle and a governor offered to assist with wording. Another requested parents of children moving to year 3 were reminded of the situation as universal free school meals would no longer apply.</p>	
9	<p>Any other business</p> <p>JJ presented minor amendments to the Sick Management and Disciplinary policies as requested by the Local Authority.</p> <ul style="list-style-type: none"> ❖ The amendments were approved. <p>The next meeting was 23rd March 4 pm Judges were requested from the governing body in connection with a 'bake-off' event at the school on 9.2.17. Meeting closed 17.25</p>	JJ#

..... signed dated

- ✚ Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- ✚ Ensuring clarity of vision, ethos and strategic direction
- ✚ Overseeing the financial performance of the school and making sure its money is well spent.

**CARDEN PRIMARY SCHOOL
GOVERNING BODY
MINUTES**

ACTION POINT SUMMARY

ITEM	OWNER	ACTION	DUE DATE
2,3 4 9	JJ	Up-date records, commence induction process	8.2.17
2,4	PSD SW (+KC)	Consider training requirements Arrange meeting date	19.2.17
5.1	HLH	Arrange suitable soirée	
5.3	HLH	Circulate timings/date of learning walks	
6.1	ALL	Send in maths questions for next CLA meeting	9.2.17

- ✚ Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff;
- ✚ Ensuring clarity of vision, ethos and strategic direction
- ✚ Overseeing the financial performance of the school and making sure its money is well spent.