

CARLTON PRIMARY SCHOOL

Draft General Minutes of the Full Governing Body Meeting held on Monday 1 February 2016 at 5.30pm

Attendance:

Jacqueline Phelan – Head teacher
 Noella Bello Castro – Vice Chair
 Marianne Pringot
 Kevin Hill
 Nick Bethune
 Jessica Wren
 Tim Carew
 Jessie Brill
 Michael Hollis
 Mandi Howells
 Samina Ahmed Celik
 Hugh Graham

Others Present:

Helen Hill – Governor Support Clerk

| 1. | APOLOGIES FOR ABSENCE | Action |
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| 1.1 | Apologies for absence were received from Sarah Macken, Sarah Jarman and Sarah Kirkness. | |
| 1.2 | There were no declarations of interests. | |
| 2. | MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON MONDAY 12 OCTOBER 2015 | Action |
| 2.1 | Item 2.2: CSLP Update This was an agenda item. | HT |
| 2.2 | Item 3 RAISEonline data on the main agenda. | |
| 2.3 | Item 5 The link to 'The Key for School Governor' had been disseminated to the Governing Body. | Clerk |
| 2.4 | Item 7 Skills Audit of the Governing Body to be done. | KJ |

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| 3. | GOVERNING BODY MEMBERSHIP | Action |
| 3.1 | There are two co-opted parent vacancies on the Governing Body. The School to fill these vacancies. | HT |
| 4. | HEAD TEACHER'S REPORT | Action |
| 4.1 | <p>The Head teacher introduced this item. The main issues outlined were:</p> <p>Self-Evaluation Summary</p> <ul style="list-style-type: none"> The school's self-evaluation summary indicated that the overall effectiveness of the school was 'good with elements of outstanding'. It was noted that the Ofsted Headings for Inspection had changed since January 2015. The stability of the pupil population had decreased by 20% in 2015 due to the temporary housing situation in the area and the mobility demographic of families in the area. The school was working closely with these families to give them as much support as possible and it was monitoring pupil attendance, alongside the school's EWO. Writing to and meeting with parents was an ongoing process to deal with pupil absentism. <p>Staff Attendance/Absence</p> <ul style="list-style-type: none"> The Head teacher was monitoring the attendance record of teaching assistants in the school. Instances of poor attendance was having a negative impact on the support needed in classrooms for particular pupils. The Head teacher was liaising with Camden HR support to make sure whatever action was being taken regarding staff absentism was appropriate. <p>School Meals</p> <ul style="list-style-type: none"> The school was monitoring those families who were struggling to pay for school meals. The school was making sure that those families received funding if they needed it. | |

| 4. | HEAD TEACHER'S REPORT (cont'd) | Action |
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| | <p>Pupils' Attainment/Achievement</p> <ul style="list-style-type: none"> • The Head teacher reported that since National Curriculum levels have gone, the school has been working on establishing the criteria of what attainment standards could be used to measure progress. • The pattern of attainment at Carlton Primary School was an upward trajectory from joining the school in nursery class to leaving at the end of Year 6. In July 2015, attainment at the end of year 6 was at its highest level. • Staff kept detailed records of the moderation of pupils' work and pupils worked toward the school's attainment targets and for more proficient pupils working toward a target in greater depth. • This time next year an interim assessment sample would be in place to aid the benchmark of pupils' attainment/progress. Pupils and parents were kept informed of progress being made and what support was being given in order to reach attainment targets. <p>Governors questioned the Head teacher about the effectiveness of the new curriculum in the school. The Head teacher reported that the school had fulfilled its statutory responsibilities regarding the introduction of the new National Curriculum but the staff had adapted it also to meet the needs of the school.</p> <ul style="list-style-type: none"> • At the end of the year, there would be more feedback about its implementation. • The Head teacher reported that the phonics results were very good for 2015 with 92% of pupils in Year 1 passing the test. There were 64 retests in Year 2. • The KS1 results were also very good, although there needed to be more progress made at English (reading) and English (writing) at Level 2B or above. It would be a more detailed analysis of these results and reported on at the next Learning and Development Committee. • The KS2 results were very good with a high number of pupils achieving Level 4 or above. | <p style="text-align: center;">HT/SLD</p> |

| 4. | HEAD TEACHER'S REPORT (cont'd) | Action |
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| | <p>Assessments without Levels</p> <ul style="list-style-type: none"> The school was part of a local cluster of schools and attended a half-termly writing moderation exercise with other colleagues. Staff at Carlton School also attended LA based training on the effective moderation of children's work, the requirements of EYFS, the end of KS1 and KS2. The school is also part of another cluster that has redesigned its training system to reflect the absence of National Curriculum levels. <p>Pupils' Behaviour and Safety</p> <ul style="list-style-type: none"> The Head teacher reported that the school judges this to be outstanding. <p>The Quality of Teaching/CPD</p> <ul style="list-style-type: none"> The Head teacher reported that each teacher in the school had been trained to use the IRIS programme – a tool that enabled teachers to film the delivery of their lessons and review them with colleagues. In discussion, Governors inquired how this initiative would be implemented. The Head teacher confirmed this would be a developmental process for each member of staff but it could make a major contribution to teaching and learning in the school. Governors were assured that pupils would be comfortable about being filmed. <p>Public Perception of the School</p> <ul style="list-style-type: none"> The Head teacher reported that the first draft of the school brochure had been completed. The SLT and school staff were working hard to raise the school's profile in the local community. SLT would be going out into the community and leafleting the local area regarding the school's profile. The Vice-Chair mentioned that local businesses were being contacted to come in and meet the pupils in the school. | <p style="text-align: center;">SLT</p> |

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| 4. | HEAD TEACHER'S REPORT (cont'd) | Action |
| | <p>Public Perception of the School (cont'd)</p> <ul style="list-style-type: none"> • Carlton School had a lot to offer – SATs results were very good and the pupils themselves were ambassadors for the school. • This topic would be regularly raised at Governing Body meetings. | |
| 5. | REPORTS FROM COMMITTEES | Action |
| 5.1 | <p>Resources and Finance Committee</p> <p>TC, the Chair of the Committee, introduced this item. He outlined how school funding would be decreased in the next few years due to the Government's intention of giving rural schools more funding. In addition to this, staff pensions would no longer be funded by the LA but by schools themselves in the next few years. The school budget was not at crisis point yet but pupil numbers had to be stabilised.</p> | |
| 5.2 | <p>School Improvement Committee</p> <p>The Head teacher introduced this item. She outlined how the Committee had discussed the RAISEonline data call and what steps the school had taken to devise assessment strategies in the absence of National Curriculum levels.</p> | |
| 6. | CSLP CONSULTATION | Action |
| 6.1 | The Head teacher introduced this item. She reported that the Camden Schools Led Partnership (CSLP) had issued a 'next steps' consultative document. She would be responding to the consultation. | |
| 6.2 | Concerns had already been raised about the intent of Camden to make the Partnership a Company Limited by guarantee. Governors raised the issue whether some of them could attend the consultative meetings if the SLT were unable to do so. | |
| 6.3 | The Governors were sent the consultation summary with questions and were asked to send in comments to the Head teacher. The consultation deadline was 18 February. | Clerk |

| 6. | CSLP CONSULTATION (cont'd) | Action |
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| 6.4 | <p>The timeline for the consultation is as follows:</p> <ul style="list-style-type: none"> • in mid-late February, the consultation responses would be analysed • in late February/early March, the CSLP governance group would consider the consultation analysis and the final proposed approach • on 31 March, the Children, Schools and Family Scrutiny would consider the consultation and on 6 April, Camden's Cabinet would consider the findings and decide whether to proceed or not. | |
| 7. | RAISEonline DATA: UPDATE | Action |
| 7.1 | <p>The Head teacher reported on this item and explained that the School Improvement Committee had discussed the data at its last meeting. There were no significant weaknesses evident in the data.</p> | |
| 7.2 | <p>The Head teacher and Deputy Head were involved in a training course to become familiar with the interactive Ofsted dashboard which provides a snapshot of performance in a school, college or other FE education and skills providers. The dashboard can be used by Governors and by members of the public to check the performance of a school. More analysis of the data would take place, especially when the data had been validated.</p> | |
| 8. | CONFIDENTIAL ITEMS | Action |
| 8.1 | <p>See separate report.</p> | |
| 9. | ANY OTHER BUSINESS | Action |
| 9.1 | <p>JW reported that as the Child Safety Protection Governor, she had confirmed with the Governing Body that the school's Safeguarding Policy had been officially signed off in July of last year. MH confirmed that training was available on Child Protection and Safeguarding.</p> | |
| 9.2 | <p>The Head teacher informed the Governing Body meeting that a long standing member of staff – Kathie Herdman had been congratulated for the long service to the school.</p> | |

| 10. | DATES OF FUTURE MEETINGS INCLUDING COMMITTEE MEETINGS | Action |
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| 10.1 | <p>Resources and Finance Committee</p> <ul style="list-style-type: none"> • Monday 14 March 2016 <p>School Improvement Committee</p> <ul style="list-style-type: none"> • Tuesday 19 April 2016 <p>Full Governing Body Meeting</p> <ul style="list-style-type: none"> • Monday 6 June 2016 <ul style="list-style-type: none"> – Presentation on RAISEonline at 5.30pm – Meeting at 6.00pm | HT |

There being no further matters to discuss, the Vice Chair thanked those present for attending and closed the meeting at 7.00pm.

Signed: Date:

**Noella Bello Castro, Vice Chair of
Carlton Primary School Governing Body**