



## CARLTON PRIMARY SCHOOL GOVERNING BOARD

**Minutes of the Full Governing Board meeting held in the school on  
Tuesday 26 February 2019 at 5.30pm**

- 3rd draft Ch and HT amendments done -

**Present:** Jess Wren – Co-opted Governor (**Chair**)  
 Tim Carew – Parent Governor  
 Georgina Harcourt-Brown – Deputy Headteacher and Co-opted Governor  
 Anu Manthri – Co-opted Governor  
 Charul Patel – Co-opted Governor  
 Jacqueline Phelan – Headteacher and Exofficio Governor  
 Peter Ptashko – Local Authority Governor  
 Laurence Simons – Co-opted Governor  
 Yiannos Theodoridis – Co-opted Governor (present via video call from Dublin)

**In attendance:**  
 Victoria Mitchell – Clerk to the Governing Board

Jess Wren chaired the meeting and Victoria Mitchell wrote the minutes.

1.	<b>Welcome, Introductions and Apologies</b>	<b>Actions and timescale</b>
	<p>1.1 The Chair welcomed everyone to the meeting. It was noted that Gabriella Awad, Jessie Brill, Noella Bello Castro and Marianne Pringot had all now resigned from the governing board. Cyrus Suntook had also left and stated that he wished to return to the school after a one year sabbatical - he will be considered for re-co-option nearer that time. It was noted that Governor Yiannos Theodoridis was present at the meeting via a video call from Dublin.</p> <p>1.2 <u>Apologies Received</u> None.</p> <p>1.3 <u>Absences without apology</u> None.</p> <p>1.4 The meeting was quorate.</p>	
2.	<b>Membership of the governing board</b>	
	<p>2.1 The governing board welcomed Charul Patel and Laurence Simons to the governing board meeting. It was noted that their CVs had been received and they had both been interviewed with a view to being co-opted onto the governing board.</p> <p>2.2 Charul Patel and Laurence Simons left the room and the governors considered their co-option. Governors voted to co-opt both governors onto the governing board for four year terms of office.</p> <p>2.3 The Chair stated that a potential new parent governor called Parvez had intended to attend this meeting to observe the work of the FGB. However they had been unable to attend the meeting due to a family member giving birth.</p>	

<b>3.</b>	<b>Declaration of Interests</b>	
	<p>3.1 There were no declarations of interests made.</p> <p>3.2 Governors Charul Patel and Laurence Simons were handed an annual Declaration Of Pecuniary Interests Form for the Register Of Pecuniary Interests to be completed and returned to the Clerk or the School Office as soon as possible.</p> <p><b>ACTION 3.2: Governors Charul Patel and Laurence Simons to complete and sign Pecuniary Interests Declaration Forms and email to the Clerk or hand them into the school before the end of Spring Term 2019.</b></p>	Charul Patel, Laurence Simons
<b>4.</b>	<b>Minutes from meeting held on 2 October 2018 and matters arising</b>	
	<p>4.1 Governors received and read the minutes of the governing board meeting held on 2 October 2018. These were accepted as an accurate record save for one amendment.</p> <p>4.2 <u>Item 5.4</u> – The sentence “Two governors would focus on the two curriculums in the school: Academic Cognitive Excellence Curriculum = Anu Manthri; Building Brighter Futures Curriculum = Cyrus Suntook” should be amended to read “Two governors would focus on the two curriculums in the school: Academic Cognitive Excellence Curriculum = Anu Manthri; Building Brighter Futures Curriculum = Peter Ptashko”.</p> <p><b><u>Matters arising:</u></b></p> <p>4.3 <u>Action 2.3</u> – Two of the three governors in this minute action point have now resigned. Governor Yiannos Theodoridis confirmed that he had completed a declaration form and returned it to the Clerk as requested.</p> <p>4.4 <u>Action 4.4</u> – Both these actions have now been completed. Item 4 also referred to Parent Governor and Staff Governor Elections taking place in the school. The Headteacher stated that these had not yet happened due to the visit by Ofsted taking up leadership time but that they would be held this term.</p> <p><b><u>ACTION 4.4: Parent Governor and Staff Governor Elections to take place in the school this term.</u></b></p> <p>4.5 <u>Item 6.9</u> – The Headteacher stated that she had repeatedly made requests for London Borough Of Camden to carry out the necessary repairs to the school swimming pool but that this repair had not yet taken place. The Headteacher reported that the original cost of the upgrade to the swimming pool that Camden had proposed had now been reduced to £45,000 as the Headteacher had simply requested a repair to the existing swimming pool and stressed that the pool was a very important part of the school’s EYFS curriculum. The Chair Of Governors had supported this request for the swimming pool to be fixed in good time.</p> <p>4.6 <u>Question:</u> For how long has the school swimming pool been closed awaiting repair? <u>Answer:</u> Since summer 2018.</p> <p>4.7 <u>Question:</u> Does the cost of the repair come under the responsibility of the London Borough Of Camden or the school? <u>Answer:</u></p>	Headteacher

	<p>It is Camden's responsibility.</p> <p>4.8 <u>Item 6.27</u> – One governor reported that she had links to a charity who was able to provide free workshops for children and requested the school make contact to arrange a visit. The Headteacher stated that checks on the charity and what they offer would need to be carried out prior to arranging any dates. If it was scheduled to take place it would be timetabled to take place during the summer term 2019.</p> <p>4.9 <u>Item 9.3</u> – A discussion on the Comms Strategy would take place as an agenda item during this meeting.</p> <p>4.10 <u>Item 10</u> – It was reported that Ofsted had carried out a short inspection of the school on 29th January 2019 and an outcome letter had been circulated to all governors. The school had been judged a good school and the safeguarding was found to be effective.</p> <p>4.11 The minutes of the FGB meeting held on 2 October 2018 were then approved as an accurate record save for the amendment that was corrected and the minutes were signed off by the Chair Of Governors.</p>	
<p><b>5.</b></p>	<p><b>The School's Vision</b></p>	
	<p>5.1 The Chair issued paperwork detailing Carlton's School Vision. The Chair explained that the school's vision was developed and published before she had become a governor. It was the culmination of a process and the vision had been agreed by governors, staff and parents at the time. She explained that the governors need to have the school's vision in mind whenever they meet as a governing board.</p> <p>5.2 The Chair stated that her term of office as Chair Of Governors will end in May 2019. She invited governors who may want to take on the role of Chair Of Governors to put themselves forward now so that an effective transition can take place. As Vice-Chair Of Governors Noella Bello Castro had now resigned prior to this meeting it may also be possible for someone who was interested in becoming the new Chair Of Governors could fill the role of Vice-Chair Of Governors until Governor Jess Wren had stepped down from the role. Governor Wren stated that if nobody steps forward to take the role of Chair Of Governors she is happy to continue in the role for another 2 years but will definitely step down entirely in 2021.</p> <p>5.3 <u>Question:</u> Is it a requirement for a Chair Of Governors to serve as a Vice-Chair Of Governors before they take over as the Chair?  <u>Answer:</u>  No it isn't necessary. Governor Jess Wren had previously been the Safeguarding Link Governor and was not the Vice-Chair Of Governors.</p> <p>5.4 The Chair then asked all governors to consider what they felt their role was in fulfilling the school's vision. All governors were asked to arrange a time to meet the Chair Of Governors for approximately half an hour to discuss their role and offer ideas on how to fulfil the school's vision during this next academic year. These meetings should all be held over the next few weeks with the Chair either in person or via the telephone or via video call either in the school or in the local community.</p> <p><b><u>ACTION:</u> All governors to arrange a time to meet the Chair Of Governors in order to discuss the school's vision and new ideas on how to fulfil it.</b></p>	<p>Chair</p>

<b>6.</b>	<p><b>Report from the Headteacher</b></p> <p>6.1 The Headteacher circulated her report to all governors via email a week before this meeting. Governors asked questions on the report.</p> <p>6.2 <u>Question:</u> Please can you clarify what is meant by relative improvement as opposed to comparing data with national?  <u>Answer:</u>  Carlton Primary School always compares its rates of progress and attainment to the national average data. The government update the national average data around christmas time. An outward facing school will compare itself to national average data as this is the data that Ofsted will compare the school to.</p> <p>6.3 <u>Question:</u> What part of the school's data was not as good as the national average data?  <u>Answer:</u>  The SEN pupil data at Carlton Primary School was not as good as national.</p> <p>6.4 <u>Question:</u> At the governor training we were shown data compared to Camden data - which is better to use - Camden data or national average data?  <u>Answer:</u>  The national average data is the data that is used by Ofsted to compare the school. The Camden data provides a comparison to local schools in this district.</p> <p>6.5 <u>Question:</u> Is there a plan to embed the changes that Ofsted have recommended to us as a result of their inspection?  <u>Answer:</u>  This will be discussed during this meeting.</p> <p>6.6 <u>Question:</u> Is there anything the Headteacher is currently concerned with in the school?  <u>Answer:</u>  The pupil's vocabulary and pupil's rate of vocabulary acquisition is a bit slow. This does not have an overnight fix but will take time to solve.</p> <p>6.7 <u>Question:</u> How will the school triangulate the data for our response to the Ofsted letter?  <u>Answer:</u>  The SLT had a meeting about Ofsted yesterday. In drafting response, we will also refer to the school's Challenge Partner Report. During Ofsted the inspector noted that our reading data fluctuated. We agreed. The learning diet the pupils receive at the school is good but there are strengths and there are weaknesses across the school. The message the teachers are given is that they must always plan for challenge. Progress at the school is good but it is not always quick enough progress. The Ofsted Inspector said that the challenging questions being asked in class he did observe that during his visit to the classrooms the teachers were all asking questions about characters feelings rather than a range of questions on how, why, where and what. The school is planning between now and July 2019. Future actions will then feed into the new School Development Plan that will also take into account the new Ofsted orders.</p>	

	<p>6.8 The FGB was informed that the Ofsted Inspector had told the school it was not compulsory to change the school curriculum but that they may want to think about changing it.</p> <p>6.9 The Headteacher described the use of “Iris” - a way that teachers are filmed at work and then they are able to improve by watching the video of themselves teaching.</p> <p>6.10 The Headteacher stated that the school had received figures on the amount of funding it would receive next year. There would be a reduction in the indicative funding of £150,000-£200,000 from this year. Costs have also risen. The Headteacher will be meeting with Camden Council to discuss the new school budget soon.</p> <p>6.11 <u>Question:</u> Will the governors be able to go through the new school budget? <u>Answer:</u> Yes there will be discussions at the next meeting of the Finance Committee.</p> <p>6.12 <u>Question:</u> Is the school's funding deficit because there are not enough pupils for two forms of entry at present so it is not in the school's interest to be a school with two forms of entry at present? <u>Answer:</u> Yes there is a cost due to the fact if we go over 30 pupils but still don't have enough for two full classes we may have to fund another teacher.</p> <p>6.13 The Headteacher was thanked for her report.</p>	
<b>7.</b>	<b>Safeguarding update</b>	
	<p>7.1 Governor Peter Ptashko issued a one page Safeguarding Update for 2019 and made a verbal report to governors based on that document.</p> <p>7.2 Governor Ptashko reported that he had carried out a check on the Single Central Record in the school each term. He also looked at “Learn A Voice” and read reports from Ofsted and there were visits from challenge partners and information was triangulated from those sources. As the Safeguarding Link Governor he ensures that conversations that need to take place about safeguarding at the governing board meetings do take place.</p> <p>7.3 Governor Ptashko stated that the governing board needs to consider how the school is to meet the various targets in safeguarding for this academic year.</p> <p>7.4 <u>Question:</u> Ofsted don't use targets in safeguarding, they just inspect the school's safeguarding and consider it either effective or ineffective. <u>Answer:</u> Yes but the pupil's voice is very important in measuring safeguarding and the school needs to build measurements in so as to ensure it is effectively hearing the pupils voice.</p> <p>7.5 There were no further questions and Governor Ptashko was thank for his report.</p>	
<b>8.</b>	<b>SEND Update</b>	
	8.1 Governor Yiannos Theodoridis issued a three page written fact sheet	

	<p>giving a SEND Update for 2019. This detailed the key SEND objectives, analysis of the demographic of the school population, SEND performance to date and some key points about fixed term exclusions at Carlton Primary School.</p> <p>8.2 Governor Theodoridis stated that the data for key stage 2 had recently changed as some pupils had left the school.</p> <p>8.3 It was noted that an analysis of the SEND at Carlton Primary School showed that many of the SEND pupils have communication problems as the school has focused on working with this type of SEND pupil.</p> <p>8.4 It was noted in the update that Carlton Primary School has had more exclusions from the school than if the national average over the past 3 years compared to other schools with similar rates of deprivation. The Headteacher acknowledged that some of the pupils excluded do have SEND needs but also explained that the decision to exclude is the last resort and a number of other factors are taken into account - will the exclusion really benefit the child? It is also worth noting that the recording grid kept by the school lists the outside agencies involved with the child and other actions the school takes to support the child.</p> <p>8.5 Support to SEND pupils and their parents by the school is exceptional. The school has a very robust provision and there is a very good support plan in place for pupils when they come to Carlton.</p> <p>8.6 <u>Question:</u> What is the impact on the school of a pupil fixed term exclusion compared to a managed move from the school?  <u>Answer:</u>  A managed move is good for a pupil as it gives them a fresh start at a new school. However it doesn't look good for the school's data and one managed move is too many for a school. There has only been one managed move from this school in the last 4 or 5 years and that was because that pupil's sibling had previously begun at a new school due to exclusion from Carlton.</p> <p>8.7 There were no further questions and Governor Theodoridis was thanked for his report.</p>	
9.	<b>Pupil Premium</b>	
	<p>9.1 The Headteacher reminded governors that previously the school had a link governor for pupil premium. However as the majority of pupils in the school - 71% - are on pupil premium the Headteacher now oversees pupil premium and reports to the governing board on pupil premium. The updated pupil premium statement is published on the school website.</p>	
10.	<b>Comms Strategy</b>	
	<p>10.1 As Noella Bella Castro had now resigned from the governing board since writing the Comms Strategy for the school the Chair Of Governors presented the Comms Strategy to the FGB.</p> <p>10.2 Previous governor Noella Bello Castro had tried to make links with the Camden New Journal and the Ham And High newspapers. She also carried out a Google keywords investigation and found that the most pages on the school website that had been viewed were those on Admissions and EYFS.</p>	

	<p>10.3 The websites of other schools had also been investigated. Parents had been asked what they like to see on a school website. This was found to be pictures of children and life going on in the school and on the website. They do not like to see dry information with just data, text and lifeless images.</p> <p>10.4 The FGB agreed to that the Carlton Primary School website should therefore be improved to be less dry and show more life. The Headteacher reported that Patrick Rice from London Borough Of Camden was rebuilding the school website offline.</p> <p>10.5 Member of the school staff Dionne Jackson is also dealing with a company who are able to hire out part of the school premises during school holidays. The deal is the company will receive a portion of the hire fees and the school will receive the rest. The staff at the company are all DBS checked.</p> <p>10.6 <u>Question:</u> Do you have a ball park estimate of how much the school could raise from hiring out parts of its premises?  <u>Answer:</u>  We are not sure yet. Hiring out the site will only happen outside of term time. The company were particularly interested in the school car park and the school halls.</p> <p>10.7 <u>Question:</u> Would the new Comms Link Governor need to be a comms professional?  <u>Answer:</u>  No just someone who has a view on the school website.</p> <p>10.8 <u>Question:</u> One governor has a business contact who may be able to help with the Comms Strategy at the school. Would this be helpful to the governing board?  <u>Answer:</u>  Yes please.</p>	
<b>11</b>	<b>Year group allocations</b>	
	<p>11.1 The governing board governors reviewed governor's year group allocations. The agreed allocation was as follows:  Nursery and Reception Year = Laurence Simons  Year 1 = <i>to be confirmed</i>  Year 2 = <i>to be confirmed</i>  Year 3 = Jess Wren  Year 4 = Charul Patel  Year 5 = Tim Carew  Year 6 = Anu Manthri</p> <p>11.2 The Chair stated that each governor should visit the school and observe the activities of their year group twice per academic year. The Headteacher stated that it was good for governors to meet with the pupils as well as the staff and have conversations with them. It was good for the staff to receive feedback and it was also good for the pupils to express their views in a conversation.</p> <p>11.3 <u>Question:</u> How do governors arrange a school visit?  <u>Answer:</u>  Please contact staff member Dionne Jackson in the School Office.</p> <p>11.4 The Chair agreed to send governors a guidance note on how to carry out</p>	<p>Jess Wren</p>

	a governor's visit and a pro forma to report what they had observed.	
<b>12</b>	<b>Governor training</b>	
	<p>The Chair requested each governor write down all of the training they have attended during this academic year so that a file can be kept on governor training.</p> <p><b>ACTION 12: Governors to write down all of the training they have attended during this academic year and for this information to be kept on a governor training file.</b></p>	All governors
<b>13</b>	<b>How has the school benefitted from this meeting?</b>	
	<p>13.1 Governors considered how they had moved the school on during this meeting. Governors had looked at the Comms Strategy. It was agreed that fundraising and Comms may be more important for the school in the future so it was important to get a strategy in place now. The Comms Strategy was linked into the school budget as possible income from hiring out parts of the premises could top up the school budget.</p> <p>13.2 The meeting had also discussed how to progress since the Ofsted inspection that had taken place recently.</p>	
<b>14</b>	<b>Committee Minutes</b>	
	<p>The FGB was informed that the minutes of the committee meetings had not yet been approved by the committee chairs. It was therefore requested that the school ensures that the minutes from the committees are written and sent to chairs for approval in good time for the FGB to receive them.</p> <p><b>ACTION 14: Committee chairs to approve minutes of the recent committee meetings. Subsequent meetings are to have their minutes approved in time to be sent on to the next FGB meeting.</b></p>	Committee Chairs
<b>15</b>	<b>Strategy for policy approval</b>	
	<p>15.1 The committee discussed a strategy for approving and re-approving the policies that are in effect at the school. It was explained that the school has statutory policies that are required to be in place in law as well as some policies that are specific to the school such as the Comms Policy.</p> <p>15.2 <u>Question:</u> Why are there different policies for every school? Why do they not just put the same policy into effect at all schools?  <u>Answer:</u>  This school often uses Camden model policies to base our own policies on. However we update parts of that policy to reflect the specific school structure and the dates for review and the relevant job roles who are involved in operating that policy.</p> <p>15.3 The FGB agreed that the committees are to own different policies and approve or review them by asking challenging questions. After being approved by the committee concerned the policy will then go on to the FGB for final ratification. If the policies are re-approved by email then this needs to be noted in the committee minutes including a summary of the challenging questions and answers giving during that re-approval process.</p> <p><b>ACTION 15.3: Committee chairs are to insure the new strategy for policy approval is followed when approving or re-approving policies and that accurate minutes of the discussions and approval are made before sending the policy on to the full governing board for final ratification.</b></p>	Committee Chairs
<b>16</b>	<b>Any Other Business</b>	



	11.1 Governors noted that a celebration of the outcome of the Ofsted inspection would take place on the evening of 1st March 2019 at the Gypsy Queen Pub in Belsize Park, London.	All governors
	11.2 The Headteacher also announced that a music recital would take place at the school on 19th March at 5:30pm and 'Carlton's Got Talent' will take place on 5th April 2019 and governors are asked to attend and take part as the judges of the talent contest.	All governors
<b>12</b>	<b>Next meeting of the Governing Board</b>	
	The next Governing Board meeting is to be held on Tuesday 7th May 2019 at 5:30pm.	
<b>13</b>	<b>Confidential items</b>	
	None.	

The meeting closed at 19:07hrs.

Signed: \_\_\_\_\_ (Chair/Vice Chair Of Governors)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_