

## CARLTON PRIMARY SCHOOL

### Minutes of the Governing Body Meeting held at the school on Tuesday 30<sup>th</sup> January 2018 at 5.30pm

**Governors:**

Jess Wren - **Chair**  
 Noella Bello Castro  
 Jessie Brill  
 Tim Carew  
 Hugh Graham - apologies  
 Michael Hollis  
 Mandi Howells  
 Sarah Kirkness - apologies  
 Anu Manthri - apologies  
 Jacqueline Phelan – **Headteacher**  
 Marianne Pringot  
 Peter Ptashko  
 Cyrus Suntook - apologies  
 Yiannos Theodoridis

**Others Present:** Georgina Harcourt-Brown-SENCO, Shayne Davids - Assistant Headteacher, Gabriella Awad - parent observer, Flossie Del Santo – Governor Support Clerk

1/18	<b>WELCOME AND INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>	<b>Action</b>
1.18.1	<p>Apologies for absence were received from Mr Graham, Ms Kirkness and Ms Manthri. Mr Suntook, and Ms Brill were delayed due to other meetings and would be arriving late to the meeting.</p> <p>The governors accepted the absence of those not present.</p> <p>The governors welcomed Gabriella Awad a parent at the school her child was in Year 4. She would have interested to know how the governing body works and possibly become a governor.</p>	
2/18	<b>DECLARATION OF INTERESTS</b>	<b>Action</b>
2.18.1	There were no declarations of interests.	

3/18	<b>MINUTES AND MATTERS ARISING FROM THE MEETING OF 26th SEPTEMBER</b>	<b>Action</b>
3.18.1	<p>The minutes of the meeting held on 26<sup>th</sup> September were circulated before the meeting.</p> <p>Actions from the meeting were reviewed</p>	
3.18.2	<p><b>Action: The next newsletter to hold a notification to parents of the vacancies to the Parent Governor role.</b></p> <p>The Chair confirmed notification of the parent Governor vacancies ad been circulated in the newsletter. Mr Carew and Ms Pringot put their names forward for the role. There were no elections held for the 2 vacancies as only 2 parents were interested in joining the governing body. The governors appointed Mr Carew and Ms Pringot to a further term of 4 years as Parent Governors.</p>	
3.18.3	<p><b>Action: The Committee Terms of Reference and Scheme of Delegation would be reviewed by the Committees and presented for approval at the next meeting.</b></p> <p>The scheme of delegation would be put in place the 2017-18 academic year. The Scheme and Committee terms of reference would be reviewed at the next committee meetings.</p>	
3.18.4	<p><b>Action: Safeguarding Training</b> would be held at the School on 20<sup>th</sup> February from 530-745 by Lynne Rigg all to attend. The Safeguarding Audit was on the agenda item 6/18.</p>	
3.18.5	<p>The governors noted Governor Training had been held on 21<sup>st</sup> November on the new ASP Data Dashboard Monitoring system which replaced Raise Online Assessments in 2017. The training had been held with Kelly Ann Wray from the LA.</p>	
3.18.6	<p>The governors noted the presentation held on 21<sup>st</sup> November by the Safeguarding, Pupil Premium and SEND lead governors.</p> <p>The Pupil Premium Lead Governor circulated the Pupil Premium Report to the governors and the <b>governors agreed</b> the report would be uploaded onto the website.</p> <p>The governors approved the Teachers Pay Policy at the meeting of 21<sup>st</sup> November to include a 2% pay rise for teachers on Main Pay Scale and a 1% pay rise for those on Upper Pay or Leadership Scales</p>	
4/18	<b>GOVERNOR TRAINING AND VISITS TO THE SCHOOL</b>	<b>Action</b>
4.18.1	<p><b>Governor Training</b></p> <p>The Chair reported Ofsted recommend a record to be held at the school recording training attended by the governors. The governors agreed it was good practice to do so. The governors were asked to record their training attended and the Training record would be held in the central register at the school. The Clerk would also be sent updated records to upload onto Governor Hub so that the governors could review and send updates of their training attended. The governors confirmed they had logins and could access the Camden Learning courses.</p>	

4.18.2	<p>The Chair noted she had attended Safer Recruitment training held by the NSPCC. There were other suppliers of courses than Camden Learning which can be attended. The governors noted the hours of the courses at Camden Learning were flexible hours to fit around work commitment and some courses could also be completed online.</p> <p><b>Governor Visits</b></p>	
4.18.3	<p>Learning walks had been held at the school. The Chair reminded the governors to book their Friday visits to the classes they were linked to if they had not already done so. The Chair noted it was good to show evidence to Ofsted that governors know the school and visit regularly.</p>	
4.18.4	<p>A reminder for governors to send Mary in the office their training and visits updates for the central logs.</p>	
4.18.4	<p>The Chair recommended before visiting the school to review the curriculum and prepare questions for the teachers.</p>	
4.18.5	<p>The Pupil Premium Report by Ms Kirkness had also recommended that when making class visits governors should ask the teacher how the Funding was spent in the class and what impact this had on the pupils. Each class uses Pupil Premium for support and interventions.</p>	
4.18.6	<p>The Headteacher also asked for evidence the 4 Drivers for Pupil Premium were being met. Staff at the school should know all children benefit from Pupil Premium Funding and how teachers apply this across the class. The Staff Governor explained that staff wouldn't be able to say how the funding was spent specifically as it is a whole-school approach.</p>	
4.18.7	<p>Mr Theodoridis noted as the SEND Governor he reviewed all classes with the SENCO and each governor should review this area as well in their link class visits.</p>	
4.18.8	<p><b>Action: All governors to make a class visit by the end of the Spring Term.</b></p>	<b>ALL</b>
<b>5/18</b>	<b>SAFEGUARDING AUDIT</b>	<b>Action</b>
5.18.1	<p>Mr Ptashko the Safeguarding Governor had circulated the Safeguarding Audit and action points to the governors following the LA Safeguarding Audit.</p>	
5.18.2	<p>Areas noted in the Audit were</p> <ul style="list-style-type: none"> <li>• There were no CP recommendations around the physical space.</li> <li>• First Aid/Medications monitoring and feedback were being reviewed. The medical team were reviewing the Policy and staff were updated on this area at the Inset Day on 3<sup>rd</sup> January.</li> <li>• Recording of staff Safeguarding training and updates was confirmed covered at the Inset Day on 3<sup>rd</sup> January. Communications to staff was in place in 'Week to View' and key documents were sent directly to staff.</li> <li>• Noted by the governors was staff confirmed they had read Keeping Children Safe in Education Part II and sign to confirm they have read and understood it.</li> </ul>	

5.18.3	<ul style="list-style-type: none"> <li>Increases in community engagement were evidenced by the Great Exhibition, music recitals and other performances. Year 6 also took the English-Speaking Board exam.</li> <li>The EYFS indoor space had been noted as well structured and supported, with the outdoor area noted as a safe place.</li> <li>There were no areas of concern noted around Pupil Behaviour.</li> </ul> <p><b>Attendance</b> The Headteacher reported a review had been held of punctuality of the children. Punctuality can now be recorded on the Ingress system and not just by parents signing in late sheets. The Chair asked if there was a carrot rather than just a stick approach to improving punctuality. The Headteacher confirmed the Attendance Officer was at the door of the school each morning to encourage good punctuality. There were currently 5 families being supported to improve punctuality.</p>	
5.18.4	<p><b>Action: The updated Attendance Policy would be presented for review at the Resources meeting on 6<sup>th</sup> March.</b> It had been reviewed at the Inclusion meeting.</p>	TC
5.18.5	<p><b>Premises</b> Areas noted in the EYFS area had been completed and the Music Room was in progress. All other premises issues were being dealt with.</p>	
5.18.6	<p>A governor asked about future budget discussions and how resources were allocated to different areas. The Headteacher confirmed the priority areas must be covered as they were non-discretionary spending. Any cut backs in these areas would impact teaching. The Resources Committee will review the draft budget 2018-19 at the April meeting and it will be presented for ratification at the governing body meeting in May. The Chair of the Resources and Finance Committee and the Headteacher would meet to review the pressures on the 2018-19 budget and planning for the year ahead.</p>	
5.18.7	<p>The governors agreed Safeguarding was done well at the school and they must understand the wide range of responsibility they all held for Safeguarding and Child Protection.</p> <p><b>Action: All governors to read in full Keeping Children Safe in Education Part II before the Safeguarding Training to be held at the School on 20<sup>th</sup> February from 5:30-7:45 by Lynn Rigg from the LA.</b></p>	ALL
6/18	<p><b>HEADTEACHERS REPORT AND SCHOOL IMPROVEMENT PLAN</b></p>	Action
6.18.1	<p>The Headteachers report was circulated in advance of the meeting and reviewed by the governors.</p> <p>Highlights noted;</p> <p><b>School Self Evaluation</b></p> <p>The Headteacher explained Ofsted would review the school SEF and the website before announcing the inspection. The SEF was updated throughout the year. The SEF recorded the progress the school had made since the last inspection and the governors should know these areas.</p>	
6.18.2	<p>The governors noted the SMSC was excellent as this reflected the moral fibre of</p>	

the school. This was the 'hidden' curriculum showing the children at the school were well rounded individuals when leaving the school.

- 6.18.3 **School Improvement Plan 2017-18**  
The Plan was updated throughout the year to record ongoing learning and Pupil Progress.
- 6.18.4 The governors noted a Review was held by Challenge Partners in December and was circulated in the Headteacher's Report. Challenge Partners was a national peer challenge network for Senior Leaders of the school and held independent reviews across the country. The review also aided informed conversations with peers to support School Improvement strategies but did not cover areas of governance.
- 6.18.5 The Review was held over 2 days. Data gathered noted trends and reviewed good and improved progress based on starting points. The review also showed the areas noted were already identified in the SEF.
- 6.18.6 The review noted improved monitoring relative to the starting point of the child and looked for evidence of challenging the pupils. During the lesson observations held at the review teachers were asked to identify who were the higher attainers so the reviewers could see if these children were challenged to reach Greater Depth of learning.
- 6.18.7 A governor asked if outcomes were good for the pupils based on the review of the data. The Headteacher confirmed they were and Leadership and Management was outstanding.
- Attendance** areas noted by the governors included;
- 6.18.8 The Reception and Nursery classes did not reach the school target of 95% attendance levels. Recording attendance at Nursery level was not statutory and was not so until the child was 5. The school records attendance of the Nursery class as families needed to understand the importance of punctuality and good attendance early on. The School Inclusion worker met with the EWO to support the Reception Class to make improvements in the Spring Term.
- 6.18.9 Noted EID celebrations during the school year can impact attendance by 1 or 2 days depending when it falls. This will be recorded as authorised attendance.
- 6.18.10 The Chair asked about leave during term time as 6 requests were made with only 2 being authorised. She asked what the follow up was on this and the Headteacher confirmed she asked for medical evidence if requests were made for visiting ill relatives. The EWO had been consulted to look for patterns of absence with a number of families.
- 6.18.11 The Headteacher noted the absences were a vast improvement from the past where some families took their children out of school for 5-6 weeks a year. Teachers supported improvements as absences had a negative impact on learning.

7/18

**CONFIDENTIAL ITEM**

**Action**

Covered under Confidential Minutes

8/18

## OFSTED PREPARATION

### Explanation of the process

- 8.18.1 The Headteacher explained the structure of the Ofsted Inspection. The framework had changed in January 2018. The school would be inspected under Section 8 which would be a 1-day inspection to agree whether the school remained a 'Good' school. If there was concern over the school remaining a good school this would trigger Section 5 - another day of inspection. A letter would be sent to the school noting the areas that would be required to improve and would be re-inspected up to 2 years later.
- 8.18.2 On the day of inspection, the inspector would meet initially with SLT and the SIP, SEF, previous inspection report and the website would all be reviewed. Areas probably to be reviewed will be Phonics and high attainers. The SEF reflects the school as good with elements of outstanding and evidence will be looked for during the inspection.
- 8.18.3 The inspection will include lesson observations, discussions with the governors, SLT, middle leaders, parents and children. The Headteacher confirmed it would be important to include parents of high attainers to show historically that the school was always 'adding value'.
- 8.18.4 A governor asked how Ofsted would choose parents to speak to. The Headteacher would approach parents of high attainers in advance to be prepared to talk to the inspector and the inspector will also be in the school and ask any parent questions.
- 8.18.5 The governors noted Phonics was below the national averages and a narrative would be made on reports to cover this area of improvement.
- 8.18.6 The Chair stressed the importance of the governors attending the inspection. The governors updated their phone numbers and noted they would only have 24 hours' notice of an inspection. They would explain this to their work places for their support in the short notice. The SEND, Safeguarding and Pupil Premium governors should make all attempts to attend.
- 8.18.7 The 'Looking to the Future' document was being developed by the Chair and Mr Theodoridis and would be circulated when completed. The document will provide key information when talking to the inspectors and would include visual images and graphs, the ACE and BBF curriculums and governor training.
- 8.18.8 On reviewing the document, the Vice Chair suggested personalising the data, a narrative could be added to illustrate the examples given. This would ensure governors could give consistent examples.
- 8.18.9 The governors noted they didn't receive the school newsletter circulated to the parents. Receiving this would keep them informed of communication in this area.
- 8.18.10 **Action: Ms Pringot to send the governors the school newsletters**

MP

Mr Ptashko left the meeting at this point

### **Questions and Answers for SLT**

Suggested question areas could include;

#### 8.18.11 **ACE and BFF Curriculums**

The Deputy and Assistant Headteachers explained the ACE curriculum was a creative curriculum which aimed to address the whole child and the BBF was not a standalone curriculum it takes the aims of ACE further. The curriculum provides real life learning outcomes including trips, career learning, visitors to the school and provides a global view. The governors noted Carlton was one of the only schools which monitors and assesses the 12 judgements of this curriculum. Other schools only monitor the core subjects. This ensures the school puts the theory behind ACE and BBF into practice.

8.18.12 The Vice Chair noted she would like to be able to illustrate her knowledge of ACE and BFF with examples. An example of the areas of the curriculums given was the topic of Victorians. The subject was building bridges and linked Maths to History. Bridge Builders had visited the school and spoke about historical building and into the modern times. Career roles of working in the building trade were discussed and a visit made to a building site.

#### 8.18.13 **Career Professional Development opportunities at the school.**

The Deputy Headteacher confirmed high quality training was attended by all staff as identified in their Performance Management reviews and targets. The school had strong links with the 1.3.5 Cluster and there were numerous shared training courses held which also supported mixing with other professionals. In school training included staff meetings and working groups and researching and writing papers. Internal training courses were also held and included the LSAs as well as teaching staff.

#### 8.18.14 **Performance Management**

The headteacher expectations were clear for all staff. Reviews of teachers were conducted by the Headteacher and the Deputy Headteacher. All teacher performance management reviews had been completed by the end October with the SLT and Headteachers reviews completed by the end December.

#### **Strengths and Weaknesses of the school**

The Chair noted it was important for the governors to agree a list of strengths and weakness

#### **Strengths**

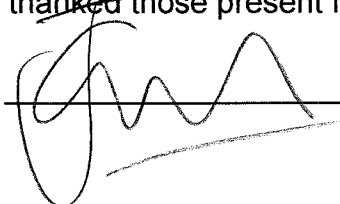
- 8.18.15
- the ACE and BBF curriculums
  - The outward facing nature of the school
  - The behaviour for learning across the school.
  - SEND provision
  - Safeguarding was rigorous across the school and all have something to offer safeguarding the children
  - Leaders are good at having challenging conversations

Evidence for these would include the expectations in the monitoring of the curriculums and trends reviewed.

8.18.16	<p>The Headteacher confirmed staff had been trained to support good behaviour and were preventative rather than reactive. The staff work hard to spend time to build relationships across the school; adults and children, adults and adults and child to child relationships</p> <p>Incidents were recorded on the Ingress System including those from teachers and playground staff. It was collated half termly and a document produced termly with a yearly summary. The governors agreed the school ethos of inclusivity led to harmonious respectful pupils.</p>	
8.18.17	<p>The Chair added an example that while waiting for her meeting at school a pupil passed her by when returning some time later he saw she was still waiting. He approached her to ask if she was ok and if anyone was helping her she noted this was polite and also showed confidence of the pupil.</p>	
8.18.18	<p><b>Weaknesses/challenges</b></p> <ul style="list-style-type: none"> <li>• Retaining staff</li> <li>• Phonics levels were below those nationally</li> <li>• Mobility of students in and out of the school. The Headteacher noted Camden had the second highest rate of mobility in the country.</li> <li>• Finance – empty places had budgetary impact and vacancies at on Census days results in missed funding.</li> <li>• Parental involvement The PTA is supported however there is a low turnout of parents at teacher’s evenings and forums/workshops. The School Fair and the Great Exhibition were better attended</li> </ul>	
8.18.19	<p>The governors would review the strengths and weakness and discuss how to meet the challenges and turn them into strengths.</p>	
8.18.20	<p><b>Action: The Chair to compile a list of strengths and weaknesses and how to meet the challenges and a checklist would be collated.</b></p>	<b>JW</b>
8.18.21	<p>The Deputy Headteacher noted the governing body was strong and provided the challenge and support the school needed.</p>	
<b>9/18</b>	<b>ANY OTHER BUSINESS</b>	
9.18.1	There was none	
<b>10/18</b>	<b>2017-18 MEETING DATES</b>	
10.18.1	<p>All meetings were to be held at 530pm</p> <p><b>Safeguarding Training</b> 20<sup>th</sup> February 2018</p> <p><b>Full Governing Body</b> 8<sup>th</sup> May 2018</p> <p><b>Resources Committee</b> 6<sup>th</sup> March and 24<sup>th</sup> April 2018</p> <p><b>School Improvement Committee</b> 13<sup>th</sup> March and 10<sup>th</sup> July 2018</p>	

The Chair thanked those present for attending and closed the meeting at 7:00pm.

Chair



Date

8/5/18