



## CARLTON PRIMARY SCHOOL GOVERNING BOARD

**Minutes of the Full Governing Board meeting held in the school on  
Tuesday 7 May 2019 at 5.30pm**

**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  
 Jacqueline Phelan – Headteacher and Exofficio Governor  
 Peter Ptashko – Local Authority Governor  
 Laurence Simons – Co-opted Governor  
 Kate Steele – Co-opted Governor  
 Sarah Woodcock – Co-opted Governor

**In attendance:**  
 Richard Harrison – Chair Of Governors, Brecknock Primary School  
 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. The Chair welcomed Richard Harrison who is the Chair Of Governors of Brecknock Primary School. He would observe the meeting.</p> <p>1.2 <u>Apologies Received</u>            Governors Yiannos Theodoridis and Charul Patel. Both these apologies were accepted.</p> <p>1.3 <u>Absences without apology</u>            None.</p> <p>1.4 The meeting was quorate.</p>	
2.	<b>Declaration of Interests</b>	
	<p>2.1 There were no declarations of interests made.</p> <p>2.2 It was noted that both Governors Charul Patel and Laurence Simons were yet to submit a completed Register Of Pecuniary Interests Form. They were asked to comply with this request.</p> <p><b>ACTION: Register Of Pecuniary Interests Form to be completed and submitted by Governors Charul Patel and Laurence Simons. Clerk will re-send the Forms to them to aid this task.</b></p>	Charul Patel Laurence Simons
3.	<b>Minutes from FGB meeting held on 26 February 2019 and matters arising</b>	
	<p>3.1 Governors received and read the minutes of the full governing board held on 26 February 2019. These were accepted as an accurate record save for the following amendments:</p>	

	<p>3.2 <u>Item 8.3</u> – It was agreed that this item should be amended to read “It was noted that an analysis of SEND at Carlton Primary School showed that many of the SEND pupils have communication needs which confirms the school’s approach focusing on working with this type of SEND pupil.”</p> <p>3.3 <u>Item 8.4</u> – A request to amend this item was received from one governor but it was agreed that the item should remain as it was written.</p> <p>3.4 <u>Item 6.7</u> – Governors agreed that this item should be amended so it makes better sense.  <b>ACTION: The Chair and Headteacher to forward an amendment to the Clerk for insertion into the minutes.</b></p> <p>3.5 <u>Item 6.8</u> – It was clarified that the visitor to the school described in this item had asked the school to review the curriculum but that it wasn't compulsory for the school to change it. It was also clarified that the visitor to the school was not an Ofsted inspector who visited the school but was an Ofsted inspector who had given a talk to the Camden Governors Briefing.</p> <p><b>Matters arising:</b></p> <p>3.6 <u>Action 3.2</u> – The Register Of Pecuniary Interests Form has not yet been completed or submitted. Clerk to resend this Form for completion and submission by Governors Charul Patel and Laurence Simons.</p> <p>3.7 <u>Action 4.4</u> – This will be reported on as an item during this meeting.</p> <p>3.8 <u>Action 5.4</u> – All governors have now met individually with the Chair.</p> <p>3.9 <u>Action 12</u> - This is ongoing throughout the year.</p> <p>3.10 <u>Action 14</u> - Approval of committee minutes by Committee Chairs prior to FGB meetings is now taking place.</p> <p>3.11 <u>Action 15.3</u> - Policy approval strategy is an item for this meeting.</p> <p>3.12 The minutes of the FGB meeting of the full governing board held on 26 February 2019 will be amended and a re-presented to the Chair Of Governors for signature.</p>	<p>Chair and Headteacher</p>
<p><b>4.</b></p>	<p><b>Co-option of a new governor</b></p> <p>4.1 The Chair introduced Kate Steele as a potential new co opted governor.</p> <p>4.2 Kate Steele gave a brief introduction. She stated that she has lived in Kentish Town for 15 years and now wants to have more involvement in the local community. Both her parents were teachers and she witnessed how they had a big impact on people's lives. She works in public relations in communications.</p> <p>4.3 Kate Steele then left the room. The Governing Board considered her co-option and a secret ballot then took place. The result of the secret ballot was that Kate Steele be co-opted onto the Governing Board for a period of 4 years.</p> <p>4.4 Governor Kate Steele returned to the room and was informed of the result.  <b>ACTION: Clerk to send Governor Register Of Pecuniary Interests Form to</b></p>	<p>Clerk</p>

	<b>Governor Kate Steele for completion and return to the school.</b>	
<b>5.</b>	<b>Parent and staff governor elections</b>	
	<p>5.1 The Headteacher informed governors that one parent had expressed interest in standing for election as a parent governor but this fell through. The school will continue to advertise for new parent governors.</p> <p>5.2 Two members of staff have contacted the Headteacher about standing for election as a staff governor. The Headteacher stated that both members of staff had much to bring to the Governing Board.</p>	
<b>6.</b>	<b>Election of a Chair and Vice Chair of Governors</b>	
	<p>6.1 The Chair reported that Governor Peter Ptashko was the only governor who had approached her to express an interest in becoming the Vice Chair Of Governors.</p> <p>6.2 Governor Peter Ptashko stated that although he felt he has some learning to do about different policies in the school he feels it is important for the Vice Chair Of Governors to be a sounding board between the different people in the school and he was able to take on this role.</p> <p>6.3 The Clerk asked if there were any further nominations - there were none. A secret ballot took place. The result was that Governor Peter Ptashko was elected as Vice Chair Of Governors for a two year term of office.</p> <p>6.4 The Chair Of Governors reminded the Governing Board that her term of office as the Chair Of Governors would expire during May 2019. She stated that she was happy to continue in the role for one further term of office. A secret ballot took place. The result of the secret ballot was Governor Jess Wren was elected as Chair Of Governors for a two year term of office.  <b><u>ACTION:</u> Clerk to inform Camden Governor Services.</b></p>	Clerk
<b>7.</b>	<b>Chair's Report</b>	
	<p><u>Feedback from the recent governor development meetings</u></p> <p>7.1 The Chair provided feedback to the Governing Board on the meetings that she had with each individual governor towards the end of the Spring term 2019.</p> <p>7.2 The Chair reported that all governors said they enjoyed being a governor. However a number of governors said they felt there was too much reading. In order to address this the Chair stated that the school would coordinate information being released to governors so that there is just one email sent out to them before each meeting with all the relevant documents attached. This will replace the previous method of information being released in dribs and drabs before a meeting took place.</p> <p>7.3 Governors had reported that they felt they were at their best when they knew the school. Therefore governors are encouraged to come to the school and volunteer for extra tasks as much as possible in order to become familiar with the school and its activities. The Chair stated that this was not a compulsory requirement but it would make them become better governors.</p> <p>7.4 It was agreed that the governor induction was not satisfactory and as a result a new governor induction will be created by the Chair Of Governors in</p>	

	<p>order to induct any new governors. The Chair also stated it was important for governors to consider how they come across to parent governors in order to ensure parent governors remain committed to the FGB.</p> <p>7.5 <u>Question:</u> Did all governors raise similar matters at their individual meetings with the Chair Of Governors?  <u>Answer:</u>  Mainly yes.</p> <p><u>Marketing</u>  7.5 The Chair circulated a leaflet by Brecknock Primary School that had been delivered to all local addresses by Royal Mail. This was a marketing leaflet for the school distributed in order to attract potential parents to the school. The Chair stated that research suggested paper mail had a much greater impact than email or online marketing.</p> <p>7.6 The Chair Of Brecknock Primary School, who was in attendance at this meeting, stated that his school had vacancies in the reception year for several years running but that reception is now full. He believed this was a result of the leaflet that had been posted out.</p> <p>7.7 <u>Question:</u> How much would it cost for Carlton Primary School to send out a similar leaflet to this?  <u>Answer:</u>  The costs can be established by the Chair Of Governors from Royal Mail.</p> <p>7.8 The Chair was thanked for her report and Richard Harrison, Chair Of Governors of Brecknock Primary School, was thanked for his attendance.</p>	
<b>8.</b>	<b>Report from the Headteacher</b>	
	<p>8.1 The Headteacher circulated her report to all governors via Governor Hub prior to this meeting taking place. Governors asked questions on the report.</p> <p>8.2 <u>Question:</u> Page 4 - what is the significance of this data?  <u>Answer:</u>  This is the school's mid year data, so it shows the progress of the pupils up to this point. The more meaningful data is the data that will be presented in the end of year data report.</p> <p>8.3 <u>Question:</u> Page 4 - school priority 3 - can you clarify the point about teachers holding back?  <u>Answer:</u>  The issue is not that the teachers are holding back from outstanding it is just that they are not stepping up as quickly as the Headteacher would like.</p> <p>8.4 <u>Question:</u> What does BLP stand for?  <u>Answer:</u>  Building, learning, power. This is work based on the ideas of Carol Dweck.</p> <p>8.5 <u>Question:</u> The report states that 3 out of 6 parents get penalty notices. What is the criteria for penalty notices?  <u>Answer:</u>  Pupils being taken on holiday during school term time is liable to a penalty notice. If the pupils are taking on holiday during term time for over 10 days then a penalty notice is issued. Also a penalty notice is issued if that pupil's</p>	

attendance is already low.

8.6 Question: 10 days absence from school during term time is two whole weeks of school - why does the school allow pupils to take up to 10 days?

Answer:

Poor attendance up to 10 days is dealt with by inviting the parents into the school and staff talking to them to encourage better pupil attendance.

8.7 Question: The two sets of attendance figures in the data that are similar for 2 years - is there a reason for this?

Answer:

This is due to School Office Manager Mary's relationship to the parents - she works on that relationship, talks to them and encourages them to bring pupils to school when sometimes they are reluctant to. There are also certain parents who will always have their pupils off school for a certain number of days each year - the school's approach is to manage this and try to keep those days minimal.

8.8 The Headteacher reported that there had been a recent murder by stabbing at the top of Grafton Road close to the school. The Headteacher had responded to this by cancelling the whole school assembly that was scheduled and instead visited and spoke to each individual class in the school. One pupil had witnessed the stabbing and was given support. There were also staff who were very upset and concerned, particularly those with teenage children. Some pupils were more affected directly than others and the school is monitoring their presentation over time to ensure they are not suffering. The Deputy Head is due to meet with Camden Youth Safety Task Force and they may come into the school to work with the pupils. Educational Psychology has also been used.

8.9 The Headteacher stated that Carlton Primary School, Rhyl Primary School and Haverstock Secondary School had put together a bid to start a project to improve youth safety. This joint project had applied for a grant from Camden Council. The Headteacher also said she would develop work with the pupils on identifying what is positive about this local area and it's community.

8.10 Question: What was this stabbing about?

Answer:

Our understanding is it was a gang related killing.

8.11 Question: Can you explain the change to the school opening times for all pupils?

Answer:

Previously the school start time was staggered because of the larger number of pupils at the school. Now there are less pupils in the school and the year 1 and year 2 pupils use different doors there is no longer a need for staggered opening times. Therefore all pupils are asked to come into school for a soft opening time at 08:45 hours and the pupils no longer queue up outside the doors.

8.12 The Headteacher stated that next academic year pupils will be told to come in for a strict 08:45hrs start time - this will get the most effective use of LSA support time. At present there is a dead period at the start of the day where pupils do not get the maximum benefit they could. A paper proposing the new start time for pupils and the rationale for it will be published on Governor Hub first thing Wednesday 8th May 2019 for governors to read and

	<p>consider. Governors would be invited to attend a further meeting on 24th May 2019 to consider further the change in start times.</p> <p>8.13 The meeting was informed that the school's funding had been decreased as a result of low pupil numbers. As a result of this the Headteacher and the Chair Of Governors have discussed reducing the PAN of the school to a one form of entry school. The decision to change the PAN of the school is a matter for the Governing Board to decide.</p> <p>8.14 It was explained that class sizes in infant years have to be 30 pupils or under - this is a statutory requirement. Key stage 2 classes have a different requirement and governors will need to consider what actions the school takes if a class size in key stage 2 goes above 30 pupils. The Chair stated that it was important that the school properly considers this issue and the decision is not a rushed one.</p> <p>8.15 The governors requested the school devises a plan of action on implementing reduction in the pan of the school. The Headteacher agreed to send out suggestions to governors on a possible date for them to discuss this reduction in the pan and consider the pros and cons, prior to creating a plan of action.</p> <p>8.16 The Headteacher was thanked for her report.</p>	
<p><b>9.</b></p>	<p><b>Safeguarding update</b></p>	
	<p>9.1 Governor Peter Ptashko gave an update to governors on safeguarding in the school. He informed governors that safeguarding training was coming up for governors.</p> <p>9.2 A checklist for the Safeguarding Policy has been created by London Borough Of Camden. The next focus for the school is to ensure mental health safeguarding is good as mental health is often a part of safeguarding that is overlooked in schools. There are 6 items in the safeguarding checklist that are usually quite difficult to obtain funding for. It would be useful for the governors to consider how to raise funds for these 6 areas.</p> <p>9.4 The gang related violent crime that occurs locally is relevant to the school as the school is a key institution in this local community. Following the recent murder by stabbing that occurred at the top of Grafton Road there was a high police presence in the local community for the immediate two days afterwards but then very little police presence after that. Also the school was not invited to local meetings that were held in the community afterwards despite the key role the school is able to play in the local community. Governor Ptashko suggested the school writes a letter to either the Leader of Camden Council Cllr Georgia Gould or the local member of Parliament Keir Starmer MP about the role the school plays in this community. Governors agreed that Governor Ptashko should draft a letter for governors to review the email and agree before it is sent out.</p> <p><b><u>ACTION:</u> Governor Ptashko to draft a letter to local politicians and circulate via email to all governors to review before sending out.</b></p> <p>9.5 Deputy Head Georgina Harcourt-Brown stated that the Safeguarding Policy had been circulated to all governors prior to this meeting. She explained that there are a few updates to the policy. It was important for governors to be aware of the context of safeguarding at the school - local criminal gangs are not necessarily in their family's or the school's control.</p>	<p>Peter Ptashko</p>

	<p>9.6 <u>Question</u>: How is the personal data of each child safeguarded by the school?</p> <p><u>Answer</u>: The school has policies on ensuring the confidentiality of data - this is not dealt with under the Safeguarding Policy.</p>	
<b>10.</b>	<b>SEND Update</b>	
	<p>10.1 Governors were informed that 32% of pupils in the school are SEN. However this number does fluctuate throughout the year as some pupils are taken off the list of SEN pupils during the academic year. The school's highest concentration of SEN pupils is in years 2 and 3. 48% of boys in year 2 are SEN.</p> <p>10.2 The school has been using the services of CAMHS (Child and Adolescent Mental Health Services). They are child practitioners and each pupil in the school will get a day a week support if they require it. CAMHS also provide enhanced pastoral support.</p> <p>10.3 <u>Question</u>: For how long will this support be provided? <u>Answer</u>: Indefinitely, until the funding for it runs out.</p> <p>10.4 <u>Question</u>: Do CAMS work with individual children? <u>Answer</u>: Individual pupils, groups of pupils or parents. They do not provide therapy but structured support.</p> <p>10.5 The Headteacher stated that the school's new SENCO was working well in the school and is receiving a structured programme of progress support introducing her to new parts of the work of a SENCO.</p> <p>10.6 <u>Question</u>: Is that structured programme of progress support taking up a lot of your time? <u>Answer</u>: No as the new SENCO is very committed to the job.</p> <p>10.7 <u>Question</u>: Do the rest of the staff attend any of this SENCO training as well? <u>Answer</u>: They may attend to learn further knowledge about SENCO but generally do not.</p>	
<b>11.</b>	<b>Comms update</b>	
	<p>11.1 The Headteacher updated governors on Comms.</p> <p>11.2 The Headteacher informed governors that the photographs on the school website were very old and so the school has commissioned a photographer to come into the school and take new pictures. There was also work being undertaken on the school website to make it more user-friendly and attractive for web visitors.</p>	
<b>12.</b>	<b>Year group visits</b>	
	<p>12.1 It was noted that governors Laurence Simons, Tim Carew and Charul Patel had not yet carried out their governor visits to the school to observe their assigned year groups. The Headteacher explained that the year group visits</p>	

	<p>put into context everything that has been talked about at the Governing Board meetings and in committees. It was an important aspect of the governor's role. The year group visits are also good for the teachers as they really enjoy talking about their work to the governors.</p> <p>12.2 The Chair urged all governors to carry out their year group visit before the end of this academic year.  <b>ACTION: All governors to carry out their year group visits before the end of term in July 2019.</b></p>	Laurence Simons, Tim Carew, and Charul Patel
<b>13</b>	<b>Pupil premium</b>	
	<p>13.1 The Headteacher stated that there is nothing further to report at this meeting. An update would be provided at a future meeting.  <b>ACTION: Item deferred.</b></p>	Headteacher
<b>14</b>	<b>Committee Reports</b>	
	<p><u>School Improvement Committee</u>  14.1 Governor Anu Manthri reported on the recent work of the School Improvement Committee. She stated that the ACE curriculum had been received and a lengthy discussion on school policies had taken place.</p> <p>14.2 The Governing Board received the minutes of the recent meeting from this committee.</p> <p><u>Resources And Finance Committee</u>  14.3 Governor Tim Carew reported on the recent work of the Resources And Finance Committee. He informed the meeting that the committee had discussed the restructuring plan and a large amount of work had been done by the Headteacher, Deputy Head and School Business Manager Jo Lomax on the plan and the draft School Budget documentation.</p> <p>14.4 It was noted that in 2019/2020, the school would receive £286,304 less than in the 18/19 financial year. This is due to a funding shortfall and assuming a low take up of nursery places. The school cannot go into deficit as it would not have the means to pay back the deficit and so a restructure was necessary.</p> <p>14.5 Governors were informed that the main savings would come from the support staff structure. In the proposed new structure (consultation is currently going ahead), there would be a reduction in the number of permanent posts and an increase in the number of fixed posts that are funded by streams other than Designated Schools Budget. The school will carry over £49,455 at the end of the 2018-19 financial year and based on the budget set for the coming financial year (2019-20), taking away the ring-fenced funds, the contingency amount is £32,591.00. The school has been able to set a balanced budget at the moment but is aware of the impact of falling rolls and increase in costs.</p> <p>14.6 The School Budget that had been accepted by the Resources And Finance Committee was then presented to the Governing Board and Governor Tim Carew proposed that the Governing Board votes to accept this and send it on to Camden Council. Members of the Governing Board all confirmed that they had received the School Budget via email last week and a secret ballot then took place. The result was the Governing Board voted to accept the School Budget.</p>	Chair Of Governors



	<b><u>ACTION:</u> School Budget to be signed off by the Chair Of Governors and sent to Camden Council.</b>	
<b>15</b>	<b>Policy approvals</b>	
	<p>15.1 The Deputy Head presented a draft schedule of policy reviews to the Governing Board. It was suggested that the school adopts this schedule of policy reviews, although adjustments can be made if a governor requests it. The Deputy Head circulated the draft schedule of policy reviews to all governors via email. It was agreed that governors would have until 1st June 2019 to make any suggestions or comments.</p> <p>15.2 The Governing Board agreed to read the draft schedule of policy reviews that had been emailed and would suggest any amendments accordingly before 1st June 2019. The schedule a policy reviews was accepted subject to any changes that was suggested.</p> <p><b><u>ACTION:</u> Governors to read the draft schedule of policy reviews and suggest any amendments to the schedule before 1st June 2019. The amended schedule would be adopted after that.</b></p>	All governors
<b>16.</b>	<b>The Safeguarding Policy</b>	
	<p>16.1 The updated Safeguarding Policy was circulated to all governors via Governor Hub prior to the meeting.</p> <p>16.2 One governor drew attention to a significant number of grammatical errors in the updated Safeguarding Policy and requested that these are changed before the policy is accepted. This was agreed.</p> <p><b><u>ACTION:</u> Grammatical errors in the Safeguarding Policy to be corrected.</b></p> <p>16.3 <u>Question:</u> The updated Safeguarding Policy says that the school only takes up a reference from the current employer. However in practice this is not always the case if they don't always have a current employer - for example if they are returning to work after a period of maternity leave. Should this be changed? <u>Answer:</u> Yes the school mostly takes up a reference from current employer but not always. Most of this updated policy has come from London Borough Of Camden model policy and parts of it can be changed if governors make good suggestions.</p> <p>16.4 <u>Question:</u> In this updated policy the terms "perpetrator" and "victim" are referred to. Are these the correct terms for to the school to use in its policy? <u>Answer:</u> No, this is not the language that the school uses.</p>	Headteacher
<b>17</b>	<b>How has the school benefitted from this meeting?</b>	
	<p>17.1 Governors considered how the school has moved forward as a result of this meeting. One governor stated that everything this meeting has discussed has come back to Comms and it showed that the school needs to ensure it has an improved Comms Strategy.</p> <p>17.2 One governor emphasised the school's role in the local community and it is good the school is taking an active role following the recent nearby murder by stabbing.</p>	

	<p>17.2 Another governor stated that it was good to see that the school is not prioritising progress ahead of care and safeguarding as care and safeguarding is also very important for the school.</p> <p>17.3 It was pointed out that during this time of significant financial cuts the school still has some very interesting activities going on.</p> <p>17.4 Another governor stated that the feedback from the individual governor meetings with the Chair Of Governors made clear the motivations for why people want to be governors and showed they have good motivations.</p>	
<b>18</b>	<b>Any Other Business</b>	
	18.1 None.	
<b>19</b>	<b>Dates to be noted</b>	
	<p>19.1 The next Governing Board meeting will be arranged and confirmed in the future.</p> <p>19.2 Governors were also asked to note the following dates:</p> <ul style="list-style-type: none"> <li>- <u>4th July 2019</u> - School Sports Day at the heath at the bottom of Parliament Hill. All governors are invited and recommended to attend;</li> <li>- <u>5th July 2019</u> - School Community Day;</li> <li>- <u>22nd July 2019</u> - Leavers' Assembly;</li> <li>- <u>23rd July 2019</u> - Whole School Assembly. This is followed by the Staff versus Year 6 Pupils Football Match. Governors are welcome to attend.</li> </ul>	
<b>20</b>	<b>Confidential items</b>	
	None.	

The meeting closed at 19:00hrs.

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

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