



CARLTON PRIMARY SCHOOL GOVERNING BOARD

**Minutes of the Full Governing Board meeting held in the school on
Tuesday 17 September 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
 Jessica Marsh - Staff Governor
 Hannah O'Brien – Co-opted Governor
 Charul Patel – Co-opted Governor
 Jacqueline Phelan – Headteacher and Exofficio Governor
 Peter Ptashko – Local Authority Governor (**Vice-Chair**)
 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.	Welcome, Introductions and Apologies	Actions and timescale
	1.1 The Chair welcomed everyone to the meeting. 1.2 <u>Apologies Received</u> Governor Kate Steele (working in Paris). These apologies were accepted. 1.3 <u>Absences without apology</u> None. 1.4 The meeting was quorate.	
2.	Declaration of Interests	
	2.1 There were no declarations of interests made for this meeting. 2.2 Governors completed an annual declaration of pecuniary interests form for the Register Of Pecuniary Interests. These were completed by Governors Jacqueline Phelan, Tim Carew, Anu Manthri, Charul Patel, Peter Ptashko, Laurence Simons, Jessica Wren, Jessica Marsh, Hannah O'Brien and Yiannos Theodoridis and then returned to the Clerk. 2.3 The remaining governors would be sent an email from the Clerk asking them to complete an annual declaration of pecuniary interests form before the next meeting. <u>ACTION 2.3:</u> Governor Kate Steele to complete and sign a Declaration Form and email to the Clerk before the next FGB meeting.	Kate Steele / Clerk
3.	The Governing Board	
	3.1 The Chair announced that Cyrus Suntook, who is on a sabbatical from the	

	<p>Governing Board for a number of months would be returning to the Governing Board in January 2020.</p> <p>3.2 It was announced that Co-opted Governor Sarah Woodcock had resigned from the Governing Board. This is because she has moved out of the local area and now lives too far from the school to attend meetings.</p> <p>3.3 The Chair introduced the new staff governor Jessica Marsh to the FGB. Jessica Marsh is a year 5 teacher in the school and is also the lead for reading. Jessica Marsh is going to be a staff governor for the school. ACTION: Jessica Marsh is the new Staff Governor. Clerk to update the FGB records.</p> <p>3.4 A further member of staff was introduced, Hannah O'Brien. Hannah O'Brien is a Year 1 teacher in the school and the Science Lead. She was proposed to the Governing Board as a co-opted governor by the Headteacher and Chair Of Governors. Hannah O'Brien then left the room and the Governing Board considered her co-option. A secret ballot took place. The result of the secret ballot was that Hannah O'Brien was co-opted onto the Governing Board for a period of 4 years. ACTION: Hannah O'Brien co-opted onto the Governing Board. Clerk to update the FGB records.</p> <p>3.5 The Headteacher then described the efforts the school has made to attract new parent governors on to the Governing Board. Parents have previously been reluctant to become parent governors and some that have been elected have resigned before the end of their term in office. The Headteacher explained that the CCLC Manager has held numerous meetings with parents to encourage them to become parent governors. The school website has also been changed to attract more people to read it. The Headteacher has also been approaching parents to try and induce interest in becoming a school governor. Chair Of Governors Jess Wren has also written an open letter to parents which will go out in the next newsletter'</p>	<p>Clerk</p> <p>Clerk</p>
<p>4.</p>	<p>Committee memberships</p>	
	<p>4.1 The FGB clarified the membership of the governor committees.</p> <p>4.2 The membership of the Resources And Finance Committee was agreed as follows: Tim Carew, Yiannos Theodoridis, Charul Patel, Laurence Simons.</p> <p>4.3 - The membership of the School Improvement Committee was agreed as follows: Chair = Anu Manthri, Jess Wren, Peter Ptashko, and Jacqueline Phelan, with Cyrus Suntook joining from January 2020.</p> <p>4.4 Due to the low number of governors on the committees this year the Chair requested that all governors on the committees make every effort to turn up to the meeting this term to ensure meetings are quorate.</p>	
<p>5.</p>	<p>National Governors Association Code Of Conduct</p>	
	<p>5.1 The Chair explained that most schools ask their governors to read and sign a Code Of Conduct each academic year. To this end all governors were issued with copies of the National Governors Association Code Of Conduct prior to the meeting. The following governors signed to confirm that they had read the document and accepted its content: Tim Carew; Anu Manthri; Jessica Marsh; Hannah O'Brien; Charul Patel; Jacqueline Phelan; Peter Ptashko; Laurence Simons, Jessica Wren.</p>	

6.	Minutes of the last FGB meeting held on 7th May 2019	
	<p>6.1 Governors received and read the minutes of the full governing board held on 7th May 2019. These were accepted as an accurate record save for one amendment:</p> <p>6.2 <u>Item 8.4</u> – The commas should be removed from “Building, learning, power”.</p> <p><u>Matters arising:</u></p> <p>6.3 <u>Action 2.2</u> – Governors Charul Patel and Laurence Simons had completed Register Of Pecuniary Interests Forms for last academic year.</p> <p>6.4 <u>Action 3.4</u> – Item 6.7 in the FGB minutes of 26th February 2019 had been amended as requested.</p> <p>6.5 <u>Action 6.4</u> – The Clerk had informed the local authority that Governor Peter Ptashko was elected the Vice-Chair Of Governors.</p> <p>6.7 <u>Action 9.4</u> – This will be discussed later in the meeting.</p> <p>6.8 <u>Action 12.2</u> – Governors had carried out their year group visits. One governor stated he had not as he had tried unsuccessfully to arrange a date with the relevant staff member.</p> <p>6.9 The minutes of the FGB meeting held on 7th May 2019 were then signed off by the Chair Of Governors and placed on file at the school.</p>	
7.	Report from the Headteacher	
	<p>7.1 The Headteacher circulated her report to all governors prior to this meeting taking place. She discussed its content and governors asked questions.</p> <p>7.2 <u>Question:</u> The data shows the number of disadvantaged pupils has risen but the number of free school meals has only gone up by 1%. Can you explain this disparity in the figures please? <u>Answer:</u> The two sets of figures are calculated differently. One is the number of pupils who have claimed free school meals at any time in the last 6 years, the other is for a whole range of children who meet the criteria for being classed as a disadvantaged pupil.</p> <p>7.3 The Headteacher stated that a downturn in the results data on exit from key stage 2 last year was expected, given the profile of the cohort. However the downturn was greater than expected. Interventions had been targeted at children who needed the support but not all children reached standard in the tests. The Headteacher and Deputy Head have had an initial meeting with Camden Learning (this is normal procedure). Given the test results from last year, the school will be part of a project group this academic year. This is a supportive mechanism that is in place for all schools.</p> <p>7.4 The Literacy Lead for Camden will also come into the school to observe the classes to see if there is anything the school can do better to improve literacy.</p> <p>7.5 The Headteacher explained how the school communicates with parents to</p>	

ensure that if they are eligible for free school meals or pupil premium then they claim it. The school proactively makes sure the pupils get what they are entitled to.

7.6 The Headteacher described how the school identifies and trains middle leaders. Developing middle leaders in the school focuses on the important aspects of middle leadership. Important aspects of middle leadership are dealing with data and being able to have difficult conversations with staff when necessary. Staff are given CPD to develop middle leadership skills.

7.7 The Headteacher talked about the restructure of staff. She said it was important that everyone in the school has an impact on pupils' learning. Learning support assistants are working closely with the class teachers and are having an impact on the pupils' learning.

7.8 Question: How can you tell the impact of the learning support assistants?

Answer:

Teachers planning will show where the learning support assistant is based and scrutinising children's work will show their impact. It is also school policy and good practice for learning support assistants to encourage the children to be independent learners.

7.9 The FGB was informed that because each class currently has a learning support assistant, the class teacher and learning support assistant are able to think about how they focus their time. Sometimes the learning support assistant will support individuals while the class teacher does whole-class teaching. At other times the class teachers are able to spend time 1:1 or in small groups with pupils who need additional support.

7.10 The Headteacher is currently setting up a new award in the school called the "Future Me" award. The school will begin projects where children are able to lead a team on subjects such as anti-bullying or take part in the School Council. The pupils are being encouraged to be positive and taught how they can effect change and be a good citizen. Governors expressed excitement about the "Future Me" award.

7.11 The Headteacher stated that the school is following the recommendations made to the school by Ofsted. However she wishes to incorporate these Ofsted recommendations into the school improvement priorities. This is to prevent the recommendations distracting away from the existing school priorities and vice versa. Governors agreed that at the Ofsted recommendations should be embedded into the school improvement priorities. One governor stated that embedding them was a good idea and important.

7.12 The Headteacher explained that the school receives booklets from Camden setting out all the data for the school in academic year 2018-19. The data booklets come at the end of the summer term but are updated over the summer holiday in time for the new term.

7.13 Question: Is there any value added data in the booklets from Camden?

Answer:

Yes.

7.14 The Headteacher stated that in the last academic year the school had worked with all pupils to do their best in reading but some didn't quite reach standard. The school have found that this can be because some pupils answer

	<p>the exam questions but do not elaborate enough in their answers. The Deputy Head explained that a number of pupils were one or two marks away from the standard. This reflects that the teaching is effective but that the school's agreed focus on language and communication was appropriate in order to develop the richness of pupils' vocabulary. The Headteacher stated that over the autumn term, there would be a refocus on ensuring that all pupils were able to use a variety of strategies to respond to texts. It was more important that the school was giving pupils a good education and not just teaching for tests.</p> <p>7.15 The FGB were informed that the school was above floor targets in key stage 2.</p> <p>7.16 <u>Question:</u> Pupil numbers at the school are decreasing every year but the percentage of SEN pupils appears to be increasing as a trend. Is this because the non-SEN pupils are leaving the school? Is the school not good at retaining non-SEN pupils? <u>Answer:</u> The Deputy Head did some analysis on this and it has been found that all types of pupils have left the school but there are more SEN pupils joining at age 5. There are only slightly more SEN pupils joining the school though. Most of the pupils who have left the school have left due to housing issues - they have moved to homes a long way from the school. The pupils who have left are not all non-SEN pupils.</p> <p>7.17 <u>Question:</u> The attendance figures are quite uniform except for SEN pupils which have higher non-attendance. Why is this please? <u>Answer:</u> The SEN pupils take more absences than other pupils outside the school as a result of doctors or medical appointments.</p> <p>7.18 <u>Question:</u> Is there anyway of tracking which of these absences are authorised absences and which are unauthorised absences? <u>Answer:</u> The Deputy Head agreed to meet with SEN Link Governor Yiannos Theodoridis to discuss the SEN attendance data in detail. ACTION: Deputy Head to meet with Governor Yiannos Theodoridis to discuss SEN attendance data in detail.</p> <p>7.19 <u>Question:</u> How does the school identify pupils whose poor attendance issues result in a letter sent home and which pupils with poor attendance issues require a meeting with the Headteacher? <u>Answer:</u> The parents of SEN pupils are prompted about poor pupil attendance issues. However the school uses different methods with different parents depending on which methods have been tried before with those parents.</p> <p>7.20 The Headteacher was thanked for her report.</p>	<p>Y Theodoridis and G Harcourt-Brown</p>
<p>8.</p>	<p>School Development Plan</p>	
	<p>8.1 The School Development Plan was shared with governors to read prior to this meeting taking place.</p> <p>8.2 The Chair stated that a Governor Planning Day will take place during the summer term. This will be a chance for governors to come into the school and</p>	

	<p>consider and discuss how the school has moved forward. Governors views are important in making plans for the future. All governors are asked to attend the school development planning day on 1st June 2020.</p> <p>ACTION: All governors to attend the school development planning day on 1st June 2020.</p>	
9.	Safeguarding update	
	<p>9.1 Governor Peter Ptashko gave an update on safeguarding to the Governing Board.</p> <p>9.2 Governor Ptashko stated that he had carried out a check of the single central record in the school.</p> <p>9.3 It was reported that the Department For Education document "<i>Keeping children safe in education</i>" had been updated for September 2019. The following governors confirmed they had read the first part of the Department For Education document "<i>Keeping children safe in education</i>" document: Tim Carew; Anu Manthri; Jessica Marsh; Hannah O'Brien; Charul Patel; Jacqueline Phelan; Peter Ptashko; Laurence Simons; Jessica Wren.</p> <p>9.4 Governor Ptashko referred to the letter he agreed to write to the Local Authority about the school's role in the community response to the stabbing on Grafton Road which was discussed at the previous meeting. He has not yet written this as he was keen to understand what contact the local authority had made, if any since that time. He was informed that the school has not been contacted. He asked the other governors if he should write and it was agreed that he should.</p> <p>9.5 The Governing Board was informed that there has been some changes to the Restraint Policy. There are also changes to Section 128 checks.</p> <p>9.6 Governor Ptashko was thanked for his Safeguarding Report.</p>	
10.	Pupil premium update	
	<p>10.1 Headteacher Jacqueline Phelan reported on pupil premium.</p> <p>10.2 It was explained that one benefit of people premium was that all pupils in year 4 can learn to play a musical instrument. A school trip is also organised for pupils. This is a trip with an overnight stay.</p> <p>10.3 <u>Question:</u> How much does the overnight school trip cost per pupil? <u>Answer:</u> £164 per child. This is too expensive for some families but the school has assisted families who have wanted to go but could not afford it. In the previous academic year 7 pupils didn't go on the school trip but this not for a financial reason it was individual issues with them sleeping over night.</p> <p>10.4 <u>Question:</u> What happens to the pupils who do not go on the school trip? <u>Answer:</u> These pupils remain in the school and have work and activities to do instead.</p>	
11.	SEND update	
	<p>11.1 It was agreed that the Deputy Head would meet with SEND Link Governor Yiannos Theodoridis to discuss SEND in the school prior to the SEND report for this term being written.</p>	

12.	Comms report	
	<p>12.1 The Headteacher reported on communications and community links.</p> <p>12.2 The Headteacher reported that she had spoken to a company about fixing the swimming pool in the school and then hiring it out to different organisations. This was only an initial discussion and it is unclear as yet if this will lead to any action on reviving the school swimming pool.</p> <p>12.3 The Headteacher reported that she had held discussions about a video being produced to promote the school.</p> <p>12.4 <u>Question:</u> Where would this video be shown? <u>Answer:</u> The school could show this as part of the school tour.</p> <p>12.5 Some governors suggested the school produce a 3-minute video. This can be displayed on the school website and will be a good introduction to the school.</p> <p>12.6 The Headteacher had spoken to Camden and there was a discussion about the establishment of an ASD hub in the school for pupils on the autistic spectrum. This may benefit the school as although pupil numbers in the reception year are capped for this academic year there may be further reductions in pupil numbers.</p> <p>12.7 <u>Question:</u> Are they planning to build a special unit for the ASD hub on the premises? <u>Answer:</u> No the ASD hub will use some of the existing space in the school. The school has some unused space at present. The plan is to have a small ASD hub within a larger school so the pupils can be integrated into a mainstream school during certain times of day.</p> <p>12.8 <u>Question:</u> Would the ASD hub come with its own staff? <u>Answer:</u> Probably. However that expertise in the school can have a very positive effect on the whole school and staff.</p> <p>12.9 Vice-Chair Of Governors Peter Ptashko reported that the next meeting of the FGB will include a fundraising or business development part of the meeting. Governor Ptashko also stated that the current FGB meetings are quite formal but a different format at the December 2019 FGB would allow various issues the school is having to be dealt with and considered and solutions devised.</p> <p>12.10 Governor Ptashko also stated that he was willing to take on the vacant Comms Link Governor role until a new governor is identified to take on this role permanently. <u>ACTION:</u> Governor Ptashko appointed Comms Link Governor.</p>	Peter Ptashko
13.	Year Group visits	
	<p>13.1 A discussion took place and year groups were allocated to each governor to carry out visits as follows:</p> <ul style="list-style-type: none"> - Nursery - Laurence Simons - Early Years Foundation Stage - Laurence Simons 	

	<ul style="list-style-type: none"> - Year 1 - Peter Ptashko - Year 2 - Jess Wren - Year 3 - Kate Steele - Year 4 - Tim Carew - Year 5 - Charul Patel - Year 6 - Anu Manthri - The BBF Curriculum - Peter Ptashko - The Ace Curriculum - Jess Wren and then Cyrus from December 2019 <p>13.2 Governors were informed that to carry out their year group visit they are to email staff member Dionne Jackson who will then negotiate a date with the relevant member of staff in the school.</p> <p>13.3 Governor Jessica Marsh explained how much staff appreciate these visits and how nice it is has been for the children to meet the governors. She also said how nice it had been to receive an email saying thank you after her governor had visited and urged others to do this too.</p>	All governors
14.	Committee Reports	
	<p><u>Resources And Finance Committee</u></p> <p>14.1 Chair of the Resources And Finance Committee, Governor Tim Carew, reported that he had met with the School Business Manager and learnt that the school finances were all on target.</p> <p>14.2 Governor Carew reported that he had also met with the heads of the finance committees of Fleet Primary School and Gospel Oak Primary School - both schools in the 135 Cluster. He reported that it was interesting to learn that both schools had similar financial problems to Carlton Primary School.</p> <p>14.3 The local authority had been quite slow contacting everybody about the teachers pay award. However Carlton Primary School was careful to budget for the teachers pay award.</p> <p>14.4 <u>Question:</u> Can the finance spreadsheets he shared with all governors prior to every Governing Board meeting? If something goes wrong with the school finances then it is all the governors responsibility so the spreadsheet should be coming to us even if just for information.</p> <p><u>Answer:</u> Yes, they will be shared on Governor Hub prior to every Governing Board meeting. The Chair of the Resources And Finance Committee will also report the headlines from those finance spreadsheets at each FGB meeting.</p> <p><u>ACTION:</u> Chair of Resources And Finance Committee to report the headlines from budget spreadsheets at each FGB meeting. Up to date budget spreadsheets to be shared with FGB for information prior to each FGB meeting.</p> <p><u>School Improvement Committee</u></p> <p>14.5 Chair Of The School Improvement Committee, Governor Anu Manthri, reported that the committee had discussed how learning support assistants are working with teachers and what their role in the classroom is. The committee had looked at how their work has changed and the impact they were having. The committee would also be looking at results data.</p>	Chair of Resources & Finance Committee / Headteacher
15.	How has this meeting moved the school on?	

	15.1 Governors noted that data showed teaching and learning progress had risen. Also the suggestion to format the next FGB meeting slightly differently in order to devise solutions to problems and generate fundraising ideas. The governors heard that the school had conversations with the London Borough Of Camden about the change to a one form of entry school. It was good to hear that the restructuring of staff had all gone through and that this was all done well. Teachers felt supported during that restructure. The FGB has assigned governors to year group visits - this establishes the governor monitoring of the school throughout the year. This FGB meeting had been early in the school year so not all the data was ready to present to governors yet.	
16	Any Other Business	
	16.1 None.	
17	Dates to be noted	
	17.1 The next Governing Board meeting will be on 3rd December 2019.	All governors
18	Confidential items	
	None.	

The meeting closed at 19:30hrs.

Signed: _____ (Chair/Vice Chair Of Governors)

Print Name: _____ Date: _____