

Clarendon School

***Minutes of the meeting of the Governing Body held at the Clarendon Primary
Centre on
Monday 10th June 2019 at 6.30pm.***

Constitution, Membership and Attendance

LEA (1)	Prem Kalia (PK) – Co Chair
PARENTS (2)	Gaelle Newland (GN), Greg Ross-Sampson (GRS)
CO-OPTED (6)	Jo Dixon (JD) – Vice Chair, Robert Harvey (RH), Keith Tysoe (KT) – Co Chair, Lindsay Patience (LP), Vacancy, Vacancy
STAFF (2)	John Kipps (JK), Yvonne Coney (YC)

Bold = Absent

Apologies

Susie Connor, Lynn Majakas

Absent w/o apologies

None

Also, attended

Helen Bridge (HB - Clerk), Rosemary Clarke (RC – Head of Secondary Centre Secondary and Associate Governor), Angela Mason (AM – Head of Primary Centre and Associate Governor), Andrea Oliver (AO – School Business Manager and Associate Governor)

Early Departures/Late Arrivals

None

Meeting Minutes

1. Apologies

- 1.1. Susie Connor and Lynn Majakas sent their apologies.

2. Declaration of Interests

- 2.1. Governors were asked to declare any interests relating to any item of the agenda for this meeting and none were declared.

3. Membership of Governing Body

- 3.1. JK noted that there had been no interest as yet with regard to the co-opted governor position that was previously held by Kayleigh Lee – an additional email about the position had been sent to Clarendon staff on 10th June 2019.

- 3.2. It was noted that Mike Patrick has resigned as co-opted governor from the governing body. JD undertook to speak to Katie at Governors for Schools about potential candidates with a legal background for the position. JK undertook to send a card to Mike Patrick on behalf of the governing body.

Action: JD/JK

- 3.3. It was noted that Keith Tysoe's term of office as co-opted governor ends on 31/07/2019. He confirmed that he would like to continue in the role for another term, and all governors were in agreement with this. KT noted that it is a privilege to be part of the Clarendon governing body.

- 3.4. The AAT Skills Audit had been circulated in advance of the meeting (Attached at A). Governors were reminded to send their completed forms back to Harry James by the 21st June 2019.

Action: ALL

4. Review of Governing Body Protocols

- 4.1. Nothing to report for this meeting.

5. Minutes of the Last Meeting

- 5.1. There were no changes to the minutes of the GB meeting held on the 4th March 2019 and they were agreed as a true and accurate record of the meeting and were signed by the chair.

6. Matters Arising

- 6.1. 3.1 – see pt. 3.1 above. JK undertook to send a thank you card to Kayleigh Lee.

Action: JK

- 6.2. 6.4 – GDPR training date still TBC – it was noted that Nadia St Paul is currently on long term sick leave.

- 6.3. 6.5/7.8/7.9 – Actioned.

- 6.4. 7.10 - Gateway working party meeting still to be arranged by KT (to include KT, AO, JD, JK, JG and PK).

Action: KT

- 6.5. 7.11 – AO to circulate the Premises TOR ASAP.

Action: AO

- 6.6. 7.13 – Actioned.

6.7. 7.23 – AO to check wording (Risk Register - P13 – ‘Failure to achieve at least Good in Ofsted inspection’ to be changed to Likelihood 1).

Action: AO

6.8. 7.24 – Most outstanding issues resolved. There are some outstanding paint issues at the primary centre. A final walk round has been completed by Wilmott Dixon at the secondary centre. There has been no gardening maintenance at the secondary centre since October 2018 – this should have been arranged by Wilmot Dixon and this issue will be resolved by them at their cost. It was noted that there had been a gas leak at the secondary centre (resolved - not inside the school) and there has been a water leak in JK’s office that needs to be resolved.

6.9. 7.25/8.3 – TBC – Gateway working party.

6.10. 8.10/9.2 – Actioned.

6.11. 14.2 – JK has spoken to Denise Benson, new Family Partnership Worker, about coming up with ideas for parental engagement.

7. Committees

Finance

7.1. The minutes of the finance committee meeting held on the 30th April 2019 were circulated in advance of the meeting (Attached at B).

7.2. TOR – work in progress – AO undertook to circulate when completed.

Action: AO

7.3. AO noted the year end reserves forecast of £670k as detailed in the minutes (pt. 7.)

7.4. The next meeting is to be held on 25th June 2019 at the primary centre.

Pay and Personnel

7.5. The minutes of the pay and personnel committee meeting held on the 20th May 2019 were circulated in advance of the meeting (Attached at C).

7.6. There were no questions from governors.

7.7. The date of the next meeting is TBC (autumn term) - to tie in with trust and governance meetings.

Premises

7.8. The minutes of the premises committee meeting held on the 21st May 2019 were circulated in advance of the meeting (Attached at D).

7.9. AO to circulate TOR.

Action: AO

7.10. AO noted that the state of the Gateway buildings is still an issue – this is to be discussed by the Gateway working party.

Action: KT/AO

- 7.11. The date of the next meeting is TBC (autumn term) – to tie in with trust and governance meetings.

Pupil, Achievement and Curriculum

- 7.12. The minutes of the pupil, achievement and curriculum committee meetings held on the 15th March 2019 and 7th June 2019 were circulated in advance of the meeting (Attached at E).
- 7.13. There were no questions from governors.
- 7.14. The date of the next meeting is TBC (autumn term) – to tie in with trust and governance meetings.

Pupil, Pastoral and Wellbeing

- 7.15. The minutes of the pupil, pastoral and wellbeing committee meeting held on the 11th March 2019 to be circulated with the minutes of this meeting.

Action: GN/HB

- 7.16. It was noted that a new Family Partnership worker has been recently appointed.
- 7.17. It was noted that the number of fixed term exclusions at Clarendon was at its lowest level for many years.
- 7.18. It was noted that there has been a lot of staff training in the last 5 months and staff are being far more proactive about training.
- 7.19. The date of the next meeting is TBC.

Capella House Working Party

- 7.20. The minutes of the Auriga Free School Project Team meeting held on the 27th March 2019, 21st May 2019, 4th June 2019, the Capella House Risk Register and the Capella House Project Plan were circulated in advance of the meeting (Attached at F).
- 7.21. It was noted that the funding agreement would be signed by the DfE and returned this week.
- 7.22. JD noted that 6 strong governors have been appointed for Capella House with one who is a potential chair. HB has agreed to clerk for the governing body. JD undertook to invite the 6 governors to the next project group meeting. Parent and staff governors to be appointed in the autumn term.

Action : JD

- 7.23. It was noted that the speech and language therapy position is being re-advertised as a candidate has been offered the job but has turned it down.
- 7.24. It was noted that the website is to be launched once the funding agreement has been signed.
- 7.25. Governors extended their thanks to JD, the SLT and the project group for all their hard work on Capella House.

Working Parties/Project Groups

- 7.26. Nothing to report

Risk Register

- 7.27. The Clarendon School risk register was circulated in advance of the meeting (Attached at G).
- 7.28. It was noted that the trust risk register is shared and updated using Office 365 and governors agreed that it made sense for other site risk registers to be shared in this way.

8. Site Reports

- 8.1. The head's report summer term 2019 was circulated in advance of the meeting (Attached at H).
- 8.2. JK led governors through the highlights of the report.
- 8.3. JK noted that the number of fixed term exclusions was the lowest it had been for many years. After questioning from governors, he reported that pupils have responded well to their new environment which has helped.
- 8.4. JK noted that the state of the buildings is still an issue at the Gateway centre. He reported that more staff are needed however no final budget for the Gateway centre had been received from AFC for next year. JK is due to meet Jo Sullivan Lyons on 11th June 2019 so will he arrange a date with her to discuss the Gateway centre at this meeting.
- 8.5. It was noted that Twickenham School have withdrawn from the SLA in relation to buildings maintenance – JK is due to meet with Charis Penfold next week to discuss this and to ascertain what the long-term plan for the Gateway centre is.
- 8.6. KT undertook to join JK at the meeting with Charis Penfold at 8am on 18th June at the Gateway centre.

Action: **KT**

- 8.7. JK and JG noted that there has been some improvement in the pedagogy with Twickenham School.
- 8.8. JG noted that a tragic incident at Twickenham school had affected some Gateway pupils. She undertook to contact the EP service at AFC for support.

Action: **JG**

9. Safeguarding and Single Central List Update

- 9.1. Nothing to report at this meeting.

10. Reports on Governor Visits to School and Sites Inc. Link Governor Visits

- 10.1. JD noted that she has some visit reports to be completed.
- 10.2. JK reminded governors that there is a register at the school office for them to record short visits.

11. Current Key Developments

- 11.1. Nothing to report.

12. SEF/SDP/Chair's Appraisal/Strategy Day/Headteacher Performance Management/Results and Target Setting/Report on Leaver Destinations

12.1. Chairs Appraisal – all governors agreed that this exercise was not applicable whilst KT and PK are standing in as temporary co-chairs.

12.2. The SDP May 19 summary was circulated in advance of the meeting (Attached at I). JK noted the following -

- The school is struggling to recruit OTA's which has an impact on the OT herself. Job descriptions and personal specifications have been updated in order to recruit.
- Unauthorised absence still continues to be an issue due to term time holidays, some persistent absenteeism and tribunal cases. After questioning from governors, RC noted that they are working with post 16 provisions to identify clearer pathways for pupils and they are looking into apprenticeship schemes however apprentices usually have to hold Level 2 qualifications which is an issue for some pupils.
- JK undertook to circulate the final SDP for this academic year and a draft version for 2019/2020 for the strategy day in September.

Action: JK

12.3. The SEF Summer 2019 was circulated in advance of the meeting (Attached at J). This will be updated again over the summer.

12.4. Strategy Day – governors agreed to hold the Strategy Day on Friday 20th September from 2-6pm. JK undertook to investigate holding it at the Lensbury Club in Teddington and would confirm this with governors.

Action: JK

12.5. GB Performance – the Clarendon School Development Plan 2018/19 and the table from the Clarendon Body Report 2018/19 were circulated in advance of the meeting (Attached at K). The following was noted –

- Governor visits – to be carried forward to next year. Governors were reminded to report on their link visits.
- Happy James has presented to the staff bodies on behalf of the trust.
- KT/PK to meet individually with governors at the Lensbury prior to the strategy afternoon starting.

Action: KT/PK

- Succession Planning – JD noted that she had attended succession planning training and encouraged governors to attend Leadership in Governance training. She undertook to contact Inspiring Governance about a potential chair for the Clarendon GB.

Action: JD/ALL

12.6. It was noted that the Head's Performance Management review meeting with the trust, governors and Jo Sullivan Lyons had been carried out and new targets are to be set. LP agreed to join JD and RH as governor representatives at the review

meetings going forward. She undertook to investigate AFC and NGA training for this.

Action: LP

13. Governor Development

13.1. JD undertook to circulate notes on succession planning training with the GB minutes.

Action: JD

13.2. KT to attend the WLSSG meeting on Saturday 15th June. JD to send details to GN who would encourage someone from the Strathmore GB attend.

Action: JD/GN

14. Stakeholder Engagement

14.1. JK noted that the pupil survey had been done in the last year. The staff survey has been completed recently – results are still TBC. The response rate was lower this year due to the survey being online. This needs to be addressed going forward. Parents have just been surveyed as part of the Ofsted inspection and JK is working with the new Family Partnership Worker to look at additional ways of parental engagement.

15. Date of the next Meeting

15.1. Governors noted that a group from the trust including GB chairs are to set the meeting dates for the academic year 2019/20. Once these have been agreed, the dates will be circulated.

16. Any Other Business

16.1. AM requested a governor to help shortlist on the 25th June and interview all day on the 28th June. RH volunteered to do this.

Action: RH

16.2. Governors thanked HB for all her support for the governing body and presented her with a card and flowers. She thanked them for the gift.

The meeting ended at 8.30pm.

Signed by the Chair _____

Date _____