

Clarendon School

*Minutes of the meeting of the Governing Body held at the Clarendon
Secondary Centre on
Tuesday 22nd October 2019 at 6.30pm.*

Constitution, Membership and Attendance

LEA (1)	Prem Kalia (PK) – Co Chair
PARENTS (2)	Greg Ross-Sampson (GRS), Vacancy
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

Prem Kalia, Lindsay Patience

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), Susie Connor (Strathmore School Business Manager and Finance Director, AAT) - Observer, Susan Campbell (AAT Clerk) – Observer, Ivan Pryce (Head of Strathmore School, AAT CEO) - Observer

Early Departures/Late Arrivals

Greg Ross-Sampson – 7.10 pm (apologies given)

Meeting Minutes

1. Apologies

- 1.1. Lindsay Patience and Prem Kalia sent their apologies.

2. Declaration of Interests

- 2.1. The AAT Register of Interests was circulated at the meeting (Attached at A) and governors indicated if there were any changes to their information and signed to confirm their agreement.
- 2.2. 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. It was noted that the term of office of Prem Kalia is due to end on 30th November 2019. PK noted that he would like to continue as a member of the governing body for another term (4 years) and governors were in agreement with this.
- 3.2. Keith Tysoe and Prem Kalia were elected as co-chairs for a period of office until the first full governing body meeting of the academic year 2020-21. Jo Dixon was elected as vice chair for a period of office until the first full governing body meeting of the academic year 2020-21. KT extended his thanks to JD for all her help and support as vice chair.
- 3.3. Governors noted that there are 3 vacancies on the GB – 1 parent governor and 2 co-opted governors (one co-opted governor position was previously held by Kayleigh Lee – a Clarendon member of staff). JK noted that he has contacted support staff from all 3 settings with regard to the co-opted governor position that was previously held by Kayleigh Lee. He is also currently talking to parents about the parent governor vacancy. JD noted that she is following up on a contact provided by LP and is meeting with them on 28th October. She also noted that she is working with Governors for Schools and Inspiring Governance in order to recruit a co-opted governor with pay and personnel experience as well as an associate governor with finance experience to work alongside Bob Harvey.

4. Review of Governing Body Protocols

- 4.1. The Clarendon School GB Development Plan 2019/20 was circulated in advance of the meeting (Attached at B).
- 4.2. JD, PK, KT and JK undertook to meet to review KPI's for the GB and bring them for discussion at the next FGB in March 2020.

Action: JD/KT/PK/

JK

- 4.3. It was noted that the succession planning working party is due to meet after half term.
- 4.4. KT encouraged governors to complete their visits and fill out the appropriate paperwork.
- 4.5. JK still to include a governance organogram in the next trust/governance newsletter.

Action: JK

- 4.6. It was noted that there is a trust wide inset day on 6th January 2020 – it was suggested that there should be governor presence on the day.

- Action: ALL**
- 4.7. It was noted that policy review at governor level was raised at the strategy day. Governors were reminded that policies should be reviewed in committees and should be included on committee meeting agendas as stipulated in the GB Annual Programme.
- 4.8. The Clarendon GB Operational Procedures were circulated in advance of the meeting (Attached at C).
- Pt. 9.1 – agenda to be emailed 10 days prior to the FGB meeting and papers to be emailed 7 days prior to the FGB meeting.
- Pt. 14.4 – The GB reserves the right to revoke membership of the GB in the case of governors missing three GB meetings in any 12-month rolling period.
- Pt. 15.10 – remove governor support.
- Pt. 20.6 – governors agreed to this.
- JD undertook to update the operational procedures with the changes and send it to HB for circulation.

Action: JD/HB

- 4.9. The Clarendon Link Governors Role and Responsibilities were circulated in advance of the meeting (Attached at D). It was noted that the link governor areas are to be changed in line with the current SDP – these will be reviewed annually.

Action: JD

- 4.10. Clarendon School – the Governors Role, a Summary was circulated in advance of the meeting (Attached at E). This new document was approved by the governing body.
- 4.11. The Clarendon School GB Code was circulated in advance of the meeting (Attached at F).

5. Minutes of the Last Meeting

- 5.1. 12.5 – to read Harry James
- 5.2. Having noted this change, the minutes the GB meeting held on the 10th June 2019 were agreed as a true and accurate record of the meeting and were signed by the chair.

6. Matters Arising

- 6.1. 3.2 – JK to send a card to Mike Patrick on behalf of the governing body.
- Action: JK**
- 6.2. 3.4 – the AAT skills audit results yet to be circulated – these are to be reviewed at the next FGB meeting in March.
- Action: ALL**
- 6.3. 6.4 – LP agreed to be link governor for the Gateway centre. The Gateway working party is now to meet termly - the next meeting is to be held after October half term.

7. Committees

Finance

- 7.1. The minutes of the finance committee meeting held on the 25th June 2019 and the Clarendon School Management Accounts report were circulated in advance of the meeting (Attached at G).
- 7.2. AO noted the £30k of Capella funding that is affecting numbers and she has asked the auditors to correct the reserves and transfer this value out.
- 7.3. AO highlighted that there is a difference between the budget and the current position therefore a loss is being forecast for year-end however this is manageable due to reserves.
- 7.4. Governors were in agreement that the school should not be sitting on reserves and should spend the money that it has.
- 7.5. AO gave a verbal update on the finance meeting held on the 16th October 2019 – the minutes are to be circulated with the minutes of this meeting.
Action: AO/HB
- 7.6. It was noted that a summary of the management accounts will be shared alongside the minutes of finance committee meetings for future FGB meetings.
Action: AO
- 7.7. SC noted that it is an ESFA requirement to produce management accounts monthly. These are prepared and available for governors to view if they want to see them.
- 7.8. The annual programme for the finance committee is to be reviewed at the next committee meeting in January.
Action: BH/AO
- 7.9. The next meeting is to be held on 15th January 2020

Pay and Personnel

- 7.10. The minutes of the Pay and Personnel committee meeting held on the 14th October 2019, the Pay and Personnel Terms of Reference 2019/20 and the Annual Programme for Pay and Personnel were circulated in advance of the meeting (Attached at H).
- 7.11. There were no questions from governors.
- 7.12. The next meeting is to be held on 13th January 2020.

Premises

- 7.13. The Premises committee had not met since the last governing body meeting.
- 7.14. The next meeting is to be held on 3rd December 2019.

Pupil, Achievement and Curriculum

- 7.15. The Pupil, Achievement and Curriculum committee had not met since the last governing body meeting.

7.16. The next meeting is to be held on 18th November 2019.

Pupil, Pastoral and Wellbeing

7.17. The Pupil, Pastoral and Wellbeing committee had not met since the last governing body meeting – this committee is now to be combined with the Pupil, Achievement and Curriculum committee.

Capella House Working Party

7.18. The minutes of the Auriga Free School Project Team meeting held on the 9th July 2019 were circulated in advance of the meeting (Attached at I).

7.19. It was noted that this was the final project team meeting and handover had been made to the Capella House governing body.

Working Parties/Project Groups

7.20. The minutes of the Gateway working party meeting held on 26th June 2019 were circulated in advance of the meeting.

7.21. Governors noted that improvements have been put in place as a result of the meeting. The building is now compliant.

7.22. It was noted that there has been an £85K increase in funding with the agreement that if the amount that needs to be spent falls below the funding level then the difference will be paid back.

7.23. A programme of ongoing maintenance for the Gateway Centre has been put in place.

Risk Register

7.24. The Clarendon School risk register was circulated in advance of the meeting (Attached at J).

7.25. It was noted that updates from the pay and personnel and finance committees have been included on the register.

7.26. AO undertook to amend the footer with the correct date.

Action: AO

Committee membership/Link Governor roles

7.27. The membership of the combined pupil, achievement and curriculum committee and pupil, pastoral and wellbeing committee is to be discussed at the next meeting on 18 November 2019, 8am at the Clarendon primary centre.

Action: KT

7.28. Link governor roles were reviewed by governors and the updated list is to be circulated with the minutes of this meeting (Attached at K).

Action: HB

7.29. Governors agreed that there would only be one Clarendon safeguarding link governor going forward as there is now a safeguarding link at trust level.

- 7.30. Governors agreed that best practice should be shared between JD, SC, HB, and Susan Campbell, the new trust clerk. Joint governor visits with Clarendon and Strathmore link governors would also help in sharing best practice.

Action: ALL

8. Site Reports

- 8.1. The head's report autumn term 2019 was circulated in advance of the meeting (Attached at L).
- 8.2. JK led governors through the highlights of the report.
- 8.3. Governors noted the significant improvement in unauthorised absence at Clarendon school.
- 8.4. JK noted that there is one pupil who is currently on a dual placement with the Richmond-upon-Thames school. This is currently working well however it is believed that this pupil will be a full-time Clarendon pupil in time.
- 8.5. Governors noted the highlights from the primary and secondary centre as detailed in the report. Governors are pleased to read about the examples of good practice and innovation such as the joint training day and the curriculum leaders role development.
- 8.6. 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.
- 8.7. JK noted the marked decrease in the number of fixed term exclusions over the last four years.
- 8.8. Governors thanked JK for his clear and succinct report.
- 8.9. AM noted that there was nothing additional to report regarding the primary centre.
- 8.10. JG informed governors that there had been a section 8 inspection at Twickenham School with an emphasis on safeguarding. JG noted that she had emailed the safeguarding lead at Twickenham School to highlight the fact that there was a pupil at the Gateway centre who is on child protection. Despite the fact that Gateway pupils are dual registered between the two schools, JG was informed by Twickenham School that this pupil should not be included on their list. After seeking clarification, JG informed governors that this situation has now been resolved and the pupil in question has been included on the list at Twickenham School.
- 8.11. RC highlighted the fact that 52% of secondary pupils are now travelling independently to and from school.
- 8.12. The SIP report to governors - summer term 2019 - was circulated in advance of the meeting (Attached at M). The next SIP visit is to be held in early November. JK undertook to check if the correct contact details are in place for circulation.

Action: JK

- 8.13. Governors raised the question of when new PPG information is to be included on the school website. AO noted that this is being prioritised and worked upon.

9. Safeguarding and Single Central List Update

- 9.1. The link to the updated Keeping Children Safe in Education (September 2019) legislation was circulated in advance of the meeting. Governors present at the meeting signed to indicate that they had read the legislation.

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

- 10.1. Visit reports by Jo Dixon to John Kipps to discuss the staff survey response and the Head's job description and by Jo Dixon, Keith Tysoe, Prem Kalia and Bob Harvey to the record of achievement evening were circulated in advance of the meeting (Attached at N).
- 10.2. Governors thanked JD for her visit reports.

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. Governors noted that the Headteacher's performance management had been completed.
- 12.2. The SDP 2019/2020 was circulated in advance of the meeting (Attached at O).
- 12.3. JK noted that he is to add in a leadership and management block to the SDP.

Action: JK

- 12.4. JK noted that the first part of the SDP relates to both the primary and secondary centres as it is important to establish one team on the two sites. The SDP for the Gateway Centre is separated out due to the current issues at this site and this also ties in with the risk register.
- 12.5. Governors have raised the question of whether some outcomes on the SDP should be prioritised. JK noted that all outcomes should be achievable in a 12-month period.
- 12.6. Governors thanked JK for all his work on the SDP. They noted that it is good to see priorities raised at the strategy day and the trust aims included.
- 12.7. The Clarendon and Gateway report on leaver destinations 2019 was circulated in advance of the meeting (Attached at P). Governors raised the question of whether the school is informed when post school placements breakdown. JK noted that they are not informed formally however they do hear informally about the progress of pupils.
- 12.8. The Cohort Specific Results 2018/19 and the Governor Targets Results 2018/19 were circulated in advance of the meeting (Attached at Q). It was noted that there were discussed at the strategy day in September, however JK reminded governors of the highlights. JK noted that he is to report on the Gateway results to the Pupil, Achievement and Curriculum committee.

Action: JK

- 12.9. Governors congratulated JK and the staff on the results.

12.10. The Clarendon School Governor Targets 2019/20 were circulated in advance of the meeting (Attached at R).

12.11. JK led governors through the targets.

12.12. JK noted that attendance targets had been included at the end of the report. Governors agreed that Gateway attendance targets should also be added and JK undertook to do this.

Action: JK

12.13. JK noted that he will be discussing the targets with Jo Sullivan-Lyons, SIP, on her next visit.

12.14. The Clarendon governing body annual report 2018/19 was circulated in advance of the meeting (Attached at S).

12.15. Governors agreed that going forward we need to be more specific about including the Gateway centre in the report. They also agreed that the report should be published online and that copies should be available at parents' evenings and would be given to the family partnership workers.

12.16. The notes from the Clarendon and Gateway strategy day held on 20 September 2019 were circulated in advance of the meeting (Attached at T).

13. Governor Development

13.1. The CPD schedule for governors 2019/20 was circulated in advance of the meeting (Attached at U). KT urged governors to commit to at least one training course per year and it was noted that governors planning to be involved in recruitment panels should undertake safer recruitment training. Committee chairs were asked to review the CPD schedule and to highlight courses that committee members should attend.

Action: ALL

13.2. A report by JD who attended the Joint Governors Partnership meeting on 26th June 2019 was circulated in advance of the meeting (Attached at V).

14. Stakeholder Engagement

14.1. The follow up letter to staff about the staff survey was circulated in advance of the meeting (Attached at W).

14.2. JK noted that a parent survey will be done this academic year. He undertook to check that the parents' survey covers the comments raised in the SIP report.

Action: JK

15. Date of the next Meeting

15.1. The next meeting is to be held on Tuesday 24th March 2020 at 6.30pm at the Clarendon Primary centre.

16. Any Other Business

16.1. JK undertook to circulate any school dates that governors should be aware of for this academic year.

Action: JK

16.2. JK noted that the Cabbage Patch pub in Twickenham had been very generous in donations to Clarendon from the Cabbage Patch run over many years. The management of the race has been passed on this year and Clarendon received an extra £15k in addition to monies received from the race. The £15k is to be put towards a sensory room at the secondary centre. Governors agreed that a plaque acknowledging the Cabbage Patch's generosity should be put in the room. KT undertook to write a letter of thanks to the Cabbage Patch and this would be reviewed by JK before sending. The Cabbage Patch would also be invited to the opening of the sensory room.

Action: JK/KT

16.3. JK undertook to look into a donation board for the school.

Action: JK

The meeting ended at 8.30pm.

Signed by the Chair _____

Date _____