

**MINUTES OF THE CAREW LOCAL GOVERNING BODY MEETING HELD AT THE
SCHOOL ON THURSDAY 23RD JUNE AT 4.00PM.**

Members: Mr P Chambers (Chair)
Mrs J Sherborne (Vice-Chair)
Mr J Prior (Principal)
Mrs A Acik
* Mr S Brooks
Mr E Murphy
Mrs S Butcher
Mrs Joy O'Connor

* Denotes absence

Also present: Mr Craig Smillie – Head of Upper School
Mr D Thomas – Head of Lower School
Mrs B Scott – Head of Finance-Academies
Mr Rob Watkins – Incoming Principal
Mrs F Ganderton – Clerk to the Governors

1. Apologies

Apologies were received from Mr Stephen Brooks.

2. Declarations of Interest

There were no declarations of interest.

3. Carew Students – Life at Carew

- i) Mr Chambers welcomed the four pupils representing the School Council:
Michael Hurn - Year 5, Thomas Russell – Year 7, Tyler - Year 8 and Michael
Emmerson – Year 12.

Mr Chambers initiated the questioning and asked about whether they liked school, and what they would like to improve. The pupils were receptive to the questions and took turns at responding. They were unanimous with their responses about the teachers being helpful, enjoying being with their friends and feeling safe at school. Michael Emmerson (Yr12) said that he found travelling between the two sixth form sites of Carew and Carshalton College was tiring. Mr Smillie explained that whilst the sixth form set up is being kept under review, the two sites encourage the pupils to develop further independence and skills and ensures Yr12 and 13 do not feel like a repeat of Yr11.

Mr Chambers thanked the pupils for coming to the meeting, and recommended they all receive a reward as a way of thanks for talking to the governors. The students then left the meeting.

Action: Mr Emmett to arrange vouchers for the pupils on behalf of the governors

ii) Pupil Survey

Mr Murphy fed back results of the recent pupil survey. The last survey was completed about 2 years ago and senior leadership are keen to get updated views from pupils. He said overall, there were some very positive responses which was a great endorsement for the school. Mr Murphy highlighted that there was a mixed response from pupils regarding the relevance of homework. Bullying was also highlighted as having a mixed response. Mr Emmett explained that this may be due to a misunderstanding of the term 'homework'. He said that it should be taken into account along with the safety and respect question, which indicated that children felt respected and safe at school.

Mr Chambers asked Mr Murphy how many pupils had taken part in the survey. Mr Murphy said he will get exact numbers and report back. Mr Chambers thanked Mr Murphy and Governors **NOTED** Mr Chambers would like a discussion on pupils' feedback on a termly basis.

Action: Mr Murphy to provide numbers of pupils that took part in the Pupil Survey at the next meeting.

Action: Clerk to ensure there is an agenda item on pupil feedback at each future Governing Body meeting.

4. Constitution and Appointments

i) Governors **WELCOMED** the two new parent governors, Mrs Butcher and Mrs O'Connor, whose appointments were ratified by the OHC&AT Board at their meeting on 3.3.16.

ii) Governors **NOTED** Mrs Sherborne's term of office finishes on 6.11.16. Governors then unanimously **RECOMMENDED** her reappointment to the OHC&AT Board on 30.6.16.

iii) Governors **NOTED** that Mr Murphy's term of office as the teacher staff governor ends on 6.11.16 and nominees will be sought next term.

iv) Governors **NOTED** there are two governor vacancies, one with the portfolio remit for HR and the other for Teaching and Learning. Mrs Acik said she does have some HR experience and would be willing to change from finance and cover the HR portfolio if someone could be found to cover finance. Mr Prior recommended that the Governing Body should fill the Teaching and Learning portfolio before the Autumn term.

Action: Two candidates to be sought for either Teaching and Learning and the Finance or HR remits.

5. Minutes of the Last Meeting

The minutes of the last meeting, held on Wednesday 10th February 2016, were **AGREED** and signed by Mr Chambers.

6. Matters Arising

i) Radon: As referred to in minute 5i; governors **NOTED** that the letter to parents outlining the radon matter was issued on 9th March. Radon detectors were installed on the same date. Mr Smillie said there had been no feedback from parents.

ii) School Visits Policy: As referred to in minute 5ii; Governors **NOTED** that the Educational Visits Policy will be presented to the OHC&AT Board on 30.6.16 for approval.

iii) Traffic calming measures: As referred to in minute 7; governors **NOTED** that letter was issued to Tom Brake MP regarding traffic calming measures around the school. Mr Prior said that a sustainable and ratified travel plan now needed to be put in place before the Local Authority would consider any further action. Karen Cunningham had begun work on this but it was a lengthy project. Mr Chambers suggested that parents should be involved in the Working Group too.

Action: Carew to invite parents to join the Travel Plan Working Group

iv) External Lettings Policy: Governors **NOTED** that this policy had now been adopted.

7. Principal's Report

Mr Prior asked that governors referred to the dashboard in conjunction with his report.

Pupils

Mr Prior informed governors that there are now 155 pupils on roll, sitting against the PAN of 177, which is testament to Carew's reputation for offering quality provision and the school's 'can do' approach for meeting the complex needs of pupils. The school is currently projected to be at 189, 12 over PAN, in September 2016. He told governors that the high numbers gives Carew the leverage to be more judicious about which pupils attend the school, as sometimes the LA send pupils whose needs cannot be effectively met at Carew. It also allows the school greater flexibility with spending priorities.

Budget

Governors **NOTED** that the budget was in a healthy position which allows the

school to focus on school improvement. Mr Prior paid credit to Corrina Jenkins (the Trust's Finance Director), Brenda Scott (Finance Manager for Academies) and Annette Acik (Finance Portfolio Governor) for their expert oversight and hard work. Mr Prior added that the best security against budgetary challenges was ensuring the school was full with full take-up of top-up funding.

Personnel

Governors **NOTED** that the dashboard demonstrated that staff sick days are reducing and are currently at approximately 4%. Mr Prior said that because Carew's reputation has improved, the quality of supply teaching is high. There are two unqualified high-quality graduate teachers starting in September who will be taken through the 'assessment-only' route to become qualified. There is also the possibility of a teacher vacancy in September, but this is in hand and interviews are lined up to take place by July.

Mr Prior will be leaving Carew as Principal at the end of term, but told governors that he was delighted to remain in the OHC&AT family as he takes up the role of Executive Headteacher (Quality and Development)/Assistant CEO for OHC&AT and will keep Carew as part of his brief. He welcomed Mr Watkins and confirmed that he was a highly regarded leader and an excellent candidate to take on the role. Mrs Butcher asked when parents would be notified. Mr Prior confirmed that a letter was being issued the following day. Mrs Butcher requested that a letter was also circulated to parents about the parent governor appointments. Mr Prior **AGREED**.

Action: Mr Prior to circulate a letter to parents regarding the parent governor appointments.

Mr Prior referenced the importance of the services arm of the Trust now Carew are commissioning services such as IT, HR and Facilities from OHC&AT. He said that as OHC&AT grows as a family, the Trust is learning how to become more efficient, and colleagues are able to challenge appropriately. This is being well facilitated by Mrs Sherborne.

Mrs Acik queried the accountability process of OHC&AT providing services to a number of schools. Mr Prior explained that through their monthly monitoring of Service Level Agreements and measuring against Key Performance Indicators, schools can hold the Trust to account. As OHC&AT evolves more organically, he and Mrs Sherborne will be assisting the process by holding those in positions of responsibility to account and feeding back to the Board.

School Improvement

Mr Prior highlighted the OLT and Typicality Judgements on the dashboard which demonstrate a snapshot view of teachers' performance. Mr Prior said this data shows that the school is where it should be on its journey to outstanding, targeting and achieving a typicality of 2a by the end of the academic year. Mr Prior gave credit to all contributors – teachers, TAs,

leaders, governors, pupils and families.

Mr Prior went on to say that the Year 11s have undertaken their GCSEs in English, Maths, Science, P.E, Computing and Art. These sit alongside other accreditation in subjects such as Food Studies and Music. He said GCSEs are now harder, with an increased focus on exams and less on coursework. He praised Mr Murphy for doing an excellent job as exams officer and pupils for their determination and resilience.

Mr Smillie said they had received indicative art results and the points total had increased by 40% both in terms of the number of pupils entering the exams and the grades achieved. PE and Computing have since been added to the Level 1 accreditation portfolio and Carew is continuing to build its offer of accreditations. He said that the school needs to broaden the range and type of relevant pathways for pupils. All Year 11s were going onto relevant destinations when they leave Carew.

Mr Smillie said there were great strengths in the now established sixth form. The attitudes of the pupils were good and Carshalton College is a good building with excellent resources. There will be a new teacher with lots of energy, enthusiasm and ideas, and an increase from 9-19 students for September. The curriculum will be more bespoke with individual programmes of study. Mr Chambers congratulated the school on the variety of the provision that is currently offered to sixth form and said, whilst appreciating it is still in its infancy, so much has been achieved already.

Health and Safety and Premises

Governors **NOTED** that works are continuing and are improving the fabric of the building as well as the overall aesthetic. The school is looking good with new colour coded nosing and signage. There will be further works done over the summer when the art room will be relocated to make room for two new classrooms which will accommodate the increase in pupil numbers.

Governors also **NOTED** that safeguarding remains robust, supported by Mrs Sherborne's excellent work as portfolio holder for safeguarding. Helen Morris is now the Designated Lead Person for safeguarding, with Craig Smillie as the Deputy.

School Events

Mr Prior outlined a sample of upcoming school events. Mrs Butcher provided information on the Rights Respecting Schools event on 18th July. Mr Chambers asked about the timing of the Whole School Musical which is on Friday 1st July amongst others. Mr Prior confirmed he will clarify timings.

Action: Timings of events to be circulated.

Mr Chambers **AGREED** to present the awards at the Leavers' Ceremony on Wednesday 20th July.

Dashboard

Mr Chambers referred governors back to the dashboard which highlighted a spike in incidents of low level behaviour. Mr Prior explained that the migration to the SIMS system had provided the facility for low level incidents to be reported more easily, hence the marked increase. He did say however, that the ability to report and address these incidents has meant there are less high level incidents which is a positive outcome.

Mr Chambers also referred to the annual number of sick days reported and asked about staff morale. Mr Prior said that the school was forward thinking, with an ambitious staff team and staff morale is high. Mr Thomas concurred and said that staff were willing to go above and beyond what was asked of them and did so with willingness and enthusiasm. He referenced recent trips to Chessington and Sayers Croft and said several members of staff had wanted to undertake the risk assessments. There had been a cultural shift and the feeling from staff was a positive one.

Valedictory

Mr Prior thanked everyone involved for making positive things happen with Carew to turn it around in 3 short years. Mr Chambers, on behalf of governors, thanked Mr Prior for his hard work, enthusiasm and dedication to the school. He said he had provided outstanding and visionary leadership and his commitment was boundless.

The governors **RECEIVED** the Principal's report and Dashboard.

8. Portfolio Governor Visits

i) Ethos and Vision – Paul Chambers

Mr Chambers highlighted the key points from his visit and said that the Schools Forum of Five has had a positive impact on managers and staff and provided opportunities for like-minded schools to share good practice. He also referenced a recent visit he made to the school, observing a range of learning activities inside and outside the classroom. He paid particular credit to the maths teacher, Mike Wood, who enthusiastically ran an excellent maths session.

ii) Health and Safety – Janet Sherborne

Mrs Sherborne said that a critical incident plan has been written and time will be set aside before the end of term to 'test out the plan'. There were two health and safety incidents involving pupils that were dealt with promptly and safely. Risk assessments have been revised and put in place.

Mrs Sherborne confirmed safeguarding will be the focus of her next visit. Mr Prior saw that the safeguarding audit was due on 21st June, but has been postponed and will be rescheduled.

iii) Teaching and Learning – Janet Sherborne

Mrs Sherborne reinforced how impressed she was with lessons during her visit which she found to be of good to outstanding quality. The behaviour and attitude of the students to learning was exemplary.

iv) Finance – Annette Acik

Governors **NOTED** Mrs Acik's praise of the transparency of the management accounts which she saw were easy to navigate and contained a great level of detail. She added that more pupils in the school gives greater flexibility to improve the school which is a marked improvement.

v) Marketing and Business Development – Sandra Butcher

Mrs Butcher had undertaken the visit with Stephen Brooks who was not present at the meeting. Governors **NOTED** their suggestion that until the school had certainty about Carew's future building, the promotion of the venue for wedding hire was a case of diminishing return. Instead, the focus will be on the promotion of Friends of Carew and associated events should be sought. Mrs Butcher said that she was intending to register Friends as a charity. Mr Chambers said that he was keen to support Mrs Butcher and she welcomed this.

Mr Chambers proposed that the next LGB meeting in November should have smaller groups discussing the portfolio reports in order to scrutinise them in more depth.

Action: Clerk to ensure the portfolio reports are allocated a suitable amount of time for scrutiny at the next meeting.

Governors **RECEIVED** all the portfolio reports.

9. Finance and Funding

i) Management Accounts

The governors **NOTED** that Carew is in a solid financial position with good reserves.

Governors **RECEIVED** the management accounts.

ii) Service Level Agreements

Mrs Scott informed the governors that these are services that Carew buy in from OHC&AT in addition to the core services contribution. Carew pay 3.6% to the Trust for each service – which is an ‘at cost’ price.

Governors **APPROVED** the SLA.

10. Any Other Business

There was no other items of business raised.

11. Dates of the Next Meetings

The following meetings were agreed:

Monday 31st October 2016 at 4.00pm
Wednesday 16th November 2016 at 4.00pm, and
Wednesday 1st March 2017 at 4.00pm (TBC)

12. Confidentiality

There were no items of confidentiality.

The meeting closed at 6:03pm

CHAIR----- DATE-----