

**CARDEN PRIMARY SCHOOL
GOVERNING BODY
MINUTES**

Meeting of:	FULL GOVERNING BODY
Date/Time:	8 th September 2016 4pm
Location:	Carden Primary School
For:	Full Governing Body, Website
Quorum:	Attendance of no. ½ (rounded up) of filled governor positions required to make decisions.
Attendees:	<p>Governors (voting): Karen Wicker (KW) Paul Smith (PS) Kevin Cunningham (KC) John Hull (JH) Daniel Holmes (DH) Jeff Nixon (JN) Sophie Wadleigh (SW) Karen Czucha (KCz) Jayne Bravery (JB) Pete Sandeman (PSD) Helen Longton-Howorth (HLH) Note: following item 1, KW and KCz were not entitled to vote Other (non-voting): Janet Johnson (JJ) Clerk Lisa Perrins (LP) Senco Anne Czepil (AC) Head of SEN at Brighton and Hove City Council Regan Delf (RD) Assistant Director, Health, SEN and Disability Brighton and Hove City Council</p>

	DISCUSSION and DECISION	ACTIONS
1	<p>Introduction and declaration of interest in items on the agenda. JJ opened the meeting which was attended by all governors and invited declarations of interest in any items on the agenda. There were no new declarations. She advised she had received no nominations for the position of chair and that the main item of business prior to item 9 would be organisation of the governing body. She reminded governors a Chair would need to be elected and with governors' agreement invited KW to speak. It was noted KCz had tendered her resignation from governance and she was thanked for her assistance over the years.</p>	JJ
2	<p>Statement from outgoing Chair of Governors KW advised she was now resigning from governance at the school. Her reflections as outgoing chair were that in recent years the school and the governing body had moved on, were effective and in a strong position. The governing body was now able to change its role and move to different ways of working to complement the changing needs of the school. She recommended a more distributed leadership of the governing body. Governors were unanimous in their thanks to KW in recognition of all she had done. A long standing governor reflected that the school was</p>	

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6	<p>ANNUAL DECLARATIONS Governors handed to JJ their:</p> <ul style="list-style-type: none"> • Declarations of interest and continuing eligibility as governors. • Confirmation regarding acceptable use of ICT • Confirmation DBS seen by the school • Confirmation regarding keeping children safe in education <p>The consideration and adoption of any amendments to Code of Conduct was deferred to the next meeting.</p>	JB
7	<p>MINUTES This item was deferred to the next meeting. PSD leaves 18.08</p>	JJ
8	<p>Governing Body Self – Evaluation This had in part been discussed at 2, 3 and 5. Further discussion would take place at the Chairs meeting.</p>	Chairs
9	<p>SPEECH AND LANGUAGE CENTRE – Ensuring sustainability.</p> <p>Governors had already received and considered the briefing note regarding the Speech and Language Centre (SLC). They had requested AC and RD’s attendance as there had been a number of attempts to arrange a service level agreement due to staff changes and problems had now arisen at the school due to the distribution in age and increasingly greater needs of current attendees of the SLC.</p> <p>HLH welcomed AC and RD, explained the background to the difficulties and reminded all how the SLC worked and the current financial position of Carden School. LP arrived 17.06</p> <p>AC agreed the SLA needed to be finalised and informed the £240k funding has been reviewed and there would be some action that could be taken. HLH reminded that the costs of £240k covered only the direct SLC staffing costs and did not include overheads or the considerable management time involved. Pupil premium funding was being used. Several options had been considered and not found suitable. Governors were in agreement and remained concerned that children should be supported. They wanted to provide a good safe service so it needed funding appropriately.</p> <p>In discussion it appeared a temporary arrangement splitting key stage 2 into lower and upper and an additional teacher being funded by offering 4 more spaces would be considered further by RD, AC and HLH. It was acknowledged that the additional children may not only have SL needs.</p> <p>Is there enough need? RD informed ‘no’ for purely speech and language difficulties as the school had had a varying intake; however, she would investigate that further as there may have been other reasons for the varying intake such as already being full.</p> <p>A governor was there when it was suggested the school took on responsibility for the SLC. We were told we would receive £10k per pupil several years ago but this has not increased at all. RD agreed that was a good point.</p> <p>A governor had also asked for an explanation of the basis for the sum but had not received a satisfactory answer.</p> <p>RD confirmed there was a need to support the school temporarily and would review it with AC. She also apologised for not responding to</p>	JB HLH

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	Carden regarding the Service level agreement. The agreement would be reviewed RD/AC/HLH with minor amendments only envisaged and then presented to the governing body for agreement. Governors acknowledged the SLC formed a very positive part of the school. AC RD and LP leave 17. 55 KC leaves 18.00 Discussion turned to item 7.	
10	Date and work required by of next meeting The work plan for the next term at least, recruitment, training needs and single plan review would be discussed at the meeting for Chairs which was arranged for 13 th September 9 am. JB would contact KC	
11	There being no further business the meeting closed at 18.10	

Summary of Actions

	Owner	Action	Due by
1,3,5	JJ	Up-date Governor support, records, website and office re current membership	9.10.16
4	HLH	Forward single plan	12.9.16
	ALL	Review - comments to JB to get the plan agreed ASAP	19.9.16
	JB	Long term planning to be on next agenda	19.9.16
5,10	Chairs	Meet, agree allocation of Chair work, terms of reference of committees, term's agenda, allocation other roles, recruitment and other organisational matters	20.9.16
5	JJ	Contact associate members	
6	JJ	Review declarations with a governor	
6	JB	Ensure code of conduct reviewed and agreed	
7	JB Jj	Ensure minutes FGB Jul and pay committee reviewed at next meeting	
9	JB	Take forward SLC as appropriate	