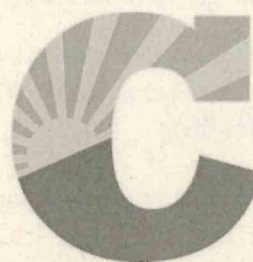


**GOVERNING BODY OF
CAMPSBOURNE PRIMARY SCHOOL**

Nightingale Lane
London
N8 7AF

020 8340 2064



Campsbourne Primary School

NOTICE OF A MEETING HELD ON:

DATE: **27 MARCH 2019**

TIME: **6:30PM**

VENUE: **SCHOOL**

Contact: (Clerk): Eleanor Seale

Email: eleanor.seale@haringeyeducationpartnership.co.uk

MINUTES

AGENDA - PART ONE

Members:

- James Barten (Co-opted Governor)
- Marion Groshong (Parent Governor)
- Eleanor Jones (Co-opted Governor - Chair)
- James Langley (LA Governor)
- David Libbert (Co-opted Governor)
- Josh Mattocks (Staff Governor)
- Gladys Merceron (Parent Governor)
- Stuart Parker (Co-opted Governor)
- Jude Pow (Associate Governor)
- Rachel Roberts (Co-opted Governor)
- Brij Sharma (Co-opted Governor)
- Owen Cheshire (Co-opted Governor)
- Jonathan Smith (Headteacher)

1. WELCOME / INTRODUCTIONS / APOLOGIES

1.1 The Chair welcomed everyone to the meeting. Apologies were noted from Owen Cheshire.

2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA.

Governors were given the opportunity to declare any prejudicial interests they might have in respect of items on the agenda. No declarations were made.

3. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

3.1 No comments were raised by the governing body in relation to the minutes of the meeting held on 28 February 2019. The minutes were signed by the Chair and a copy was left at the school for filing.

3.2 The governing body reviewed the actions from the meeting of 28 February 2019:

| Item | Action | Responsible | Outcome |
|-------|---|--------------------|---|
| 4.3.2 | Share Campsbourne School Forest School Handbook with insurance company | Headteacher | Completed |
| 4.3.2 | Nursery permission slips for Forest School | Headteacher | Confirmed that the Nursery did issue permissions slips |
| | Forest School Policy to be amended and signed by the Chair | Headteacher /Chair | Completed |
| 5.2 | Check what the one off £9k maintenance cost relates to | SBM | To be followed up with SBM |
| 5.2 | Data review notes to be circulated to membership | Rachel Roberts | Completed |
| 6.1 | Investigate if confidential matter can go on GovernorHub | Chair | To be looked into further to ensure items were going to the correct people. |
| 6.2 | Circulate details of Modern Governor Training App | Chair | Chair had looked at Modern Governor. Because there were a number of new items being looked at, this would be reviewed again later. Will send out details to governors. |
| 6.3 | Look into Key of Governance | Chair | Expensive - £500 per year. HEP don't do group funding yet. Agreed to delay until a time that a group subscription is possible. Chair to email HEP to see if this would be possible. Signed up to NGA. |
| 6.4 | Follow up governors' mentoring | Chair | To be discussed later in the meeting. |
| 6.5 | All governors with link governor responsibility to write up their link governor role. | All link governors | Add to agenda of the next meeting. HT sending out newsletter. |
| 7.2 | Speak to holiday club provider and feed back to governors at the next meeting. | Headteacher | To be discussed later in the meeting. |
| 14.1 | Communications to be added to agenda of next meeting. | Clerk | Deferred to the next meeting. |
| 14.1 | Governors that are not school parents to be sent Newsletter | Headteacher | Completed |
| 17.2 | Owen Cheshire submitted apologies for the next meeting | Clerk | Completed |

4. CHAIR'S ITEMS

4.1 GovernorHub

Governors reported that they were finding GovernorHub useful as all the documents were in one place. The matter regarding confidential documents needed further investigation because it was established that sending the link allowed all governors to be able to access confidential documents. Governors agreed that they would continue to use GovernorHub to see how things develop. A governor said that when he submitted comments, he was unable to find it once the thread had grown. It would be useful if new comments were flagged up. Each meeting would have a separate folder and all documents relating to that meeting would be stored there. It was felt that one comments folder would be easier to manage. The meeting agreed that they would revisit the matter of the string of comments at another meeting to establish if this would be an ongoing issue as more information is stored. The Chair agreed to speak to GovernorHub about a system to deal with confidential details sent via a link. Until a solution is found part 2 minutes would be handled in a different way. A governor asked whether there was any guidance about sending confidential information to personal email addresses. The meeting felt that this was acceptable and Chair said she would raise the matter with HEP.

4.2 Modern Governor

The Chair said she felt it was not worth spending the money on getting this as NGA could also provide guidance if required. The app is free but does not have things like SLT on it. Not sure how useful it would be to the governing body at this point.

4.3 NGA

Discussed under actions above.

5. HEADTEACHER'S ITEMS

5.1 Headteacher's Report

- 5.1.1 The Headteacher's report was circulated to governors in advance of the meeting. Admission numbers were good. Another child had arrived at the school who also had 3 siblings that wanted to join the school and once this happened year 2 and 5 would be full. Two more children would be joining year 1. In terms of children that left the school most went to other Haringey schools that were nearer to their home. Attendance was slightly low. The Headteacher was meeting with parents of children that were persistently absent from school with the aim of improving their attendance. A governor asked whether parents were receptive to his intervention. It was confirmed that they were receptive. The Headteacher stated that some families had genuine reasons for being absent from school and cited a family that were living in damp housing conditions which had resulted in the children having recurring sickness absence. In relation to staffing, it was reported that a new NQT had been recruited and that an early years teacher was due to start this year to cover maternity leave. One teacher was returning to Australia and another would be undertaking a Schools Direct Programme. A governor asked if the school received funding for mentoring. The school received funding towards the cost of university and salary but not towards mentoring. The school had looked at getting an apprentice but there was only one apprentice teacher in



London as it was not beneficial to take on a trainee teacher via this route. The staff member that was interested in becoming an apprentice TA would continue to work in the school kitchen.

- 5.1.2 The staff attendance rate of 76 days is primarily related to someone that had been on long term sick leave because they had an operation. There were being referred to occupational health. A governor asked whether the quality of teaching had stayed the same and whether coaching had made an impact on this. It was confirmed that coaching had made an impact but that it would take some time to embed and see where the improvements were.
- 5.1.3 The meeting discussed the new class names which focused on British Art History. A governor said she approved of the list and liked the way they had been grouped. The groups were more appropriate for younger children and concentrated very much on British art. There would be the freedom to introduce other artists throughout the rest of the year. Governors confirmed that they were also happy with the range of gallery visits that had been proposed. This remained a work in progress.
- 5.1.4 The meeting discussed the Holiday club. It was confirmed that a member of staff that worked in the kitchen also works at after school club. A staffing agency had confirmed that they would be able to supply staff to cover absences for the holiday club. The school would therefore be able to ensure that the necessary cover was in place. Helene also had a list of people that could staff the holiday club. A governor asked on what basis would staff be employed. Helene had a relationship with a university for student nurses who could provide cover as this was a requirement of their courses. They were not paid for this. The person that ran the club would be responsible for getting the student nurses in place. The meeting agreed that it was important that the school were confident in the people that were brought in to run the club. DBS checks for the student nurses would be carried out by the university as part of their studies. Contracts would have to be drawn up on a holiday to holiday basis. All people at the holiday club would either be employed by school, university or staffing agency. A governor asked if there would be any Insurance implications. The same insurance as the school had before would be valid. A governor asked whether there was a specific insurance in place before or whether the school's general insurance would suffice. The Headteacher said he would check this point. A governor asked how the Headteacher felt about the new proposal of the holiday club. The Headteacher said that the holiday club would bring income to the school and thought that more parents would use the facility. Energy Kidz had a programme of events which were not always stuck to and the school were keen that a planned programme of events would be available which provided a balance between digital and other activities. Trips would have to be arranged in advance as they have to be approved before the holidays. A governor asked whether there was a need to have a procedure in place should an urgent incident happen during the holidays. It was agreed that this needed to be given some thought and there was a need to have a procedure in terms of who would be available to be contacted. The Local Authority may provide this support and the Headteacher agreed to look into the matter. A governor asked whether the member of staff that currently works in the kitchen would be issued with a new contract in respect to her working at the holiday club. It was confirmed that these were two separate roles. She would receive an additional salary for her role as a playworker. A governor asked what would be charged for children participating in the holiday club. The meeting discussed whether the charge should be at the same level as Energy Kidz. It was agreed that although the club should not be subsidised for all, the school could consider

G Jones

offering looked after and pupil premium children a reduction if it was thought that those children would benefit from attending. Pupil premium funding could be used for this. A governor felt that the school needed to review the cost to run the club as this would determine the cost that should be charged. The club made a profit last time it was run by the school. Pupil premium funds could be used to take children out on trips where there are 2-3 children from one family attending. The LA may provide the cost of children on a child protection plan. The meeting agreed that a policy to cover instances such as staffing, child to adult ratios, charging, incident handling etc was required and would need to be agreed before the holiday club could be taken back under the management of the school. It was also felt to be useful to look at another school to see how they run their holiday club. A governor asked whether children that did not attend Campsbourne would be allowed to attend. It was agreed that the club would be for Campsbourne children only. Consideration would be made regarding ex-Campsbourne children being able to attend after an investigation of what happened in other schools had been undertaken. The school would need to give a term's notice to the current holiday club providers.

5.2 Forest School Report

- 5.2.1 The Forest School feedback was based on conversation that the Headteacher had with Janine who reported that she was happy with Forest School. Since the report had been received, the school had followed the advice re the location of forest school and the Headteacher was due to meet with the parks attendant to discuss the matter. Everything else in the report still stood. Fiona, the nursery teacher and Forest School lead was due to meet Janine again to go over the actions. The Headteacher would report back at the next meeting. Governors agreed that all adults were aware of issue relating to the dog mess and that the report had overstated the risk but that it would do no harm to flag up the issue.
- 5.2.2 A governor asked whether the Headteacher spoke with the insurance company regarding Forest School. It was confirmed that the insurance company had indicated that everything looked fine.

5.3 Nursery Project

- 5.3.1 The meeting discussed the healthy pupil capital fund. Quotes were being sought to replace the slide and provide climbing space in the nursery playground. £15K had been set aside for this. A governor asked whether it was acceptable to use these funds on the nursery and it was confirmed to be in order because it was still part of the school.

5.4 Laptops

- 5.4.1 "Little extras" funding would be used to purchase some new laptops. The laptops would be used in KS1 and KS2. A governor asked if the school was confident that the laptops would not be defunct in 3 years' time and it was confirmed that this could not be guaranteed as technology was continuously evolving. There was a need to look at where it would fit into the curriculum and it was thought that they would freshen up how ICT was taught. They would be used in classrooms based on a one per child basis. Lessons were being planned in terms of where they would be used. The children would be able to do coding on the laptops.

Brij Sharma left the meeting at 7:35pm

5.5 Matisse Classroom and Nursery Garden

- 5.5.1 Matisse Classroom: It was predicted that the project would cost more than £15K. The Headteacher had chased the LA who confirmed that they would manage the works. A quote had been received for £20K which also included the heating. A governor asked whether £20K was in the new budget. It was confirmed that the Campsbourne fund account would be closed and the school would move to a capital account. Two quotes had been obtained for the classroom and a third was being obtained. The school want the work done for the summer but also want the LA to be involved which may take time.
- 5.5.2 Nursery Garden: School capital funds would be used for the water feature which was not currently working. A governor asked whether the school should have a water feature and the Headteacher said he felt it should and stated that he would like the governing body to agree the expenditure. Plans had been drawn up for the covered area and they looked very good. A climbing area would be at the bottom. A governor asked whether there was a plan to replace the fence. It was confirmed that this featured as part of the works. A governor asked whether this featured in the LAs 19/20 budget. This was not known but the work would happen and the process was a long one. The governing body confirmed their agreement for the works relating to the nursery outdoor space. Quotes for the climbing frame were being obtained and governing body would review this again once the quotes were in. The school wanted to look at having [themed playgrounds] to encourage creative play but needed to ensure that HSA would pay for it.

5.6 Policies

- 5.6.1 The governing body reviewed the following policies:

- Transition Policy
- Home Learning Policy
- Making allegations against other Children Policy
- Positive Handling Policy
- Observations Policy

The suggested amendments were made to the policies and they were agreed by the governing body. All were signed off by the relevant governor and left at the school for filing.

6. **CURRICULUM (ENRICHMENT)**

- 6.1 The meeting discussed maths mastery. A governor asked if the school was going to phase out maths mastery. The school were looking to combine spelling with talk for writing. Then the next step would involve reviewing the maths curriculum. Combining spelling with talk for writing would free up time to do other things such as the sketching project or a physical activity. Teachers said that they liked talk for writing.
- 6.2 The history curriculum was being mapped out for year 2. They were working with Alexandra Park to map out projects. The money had been spent to release staff during the day for this purpose. Existing materials could be used. The two projects were unique so they would start from scratch. Work was being done to map out the geography curriculum which would



ensure good quality geography and history programmes. Enabling enterprise involved challenge days on 5 June where a crime scene would be set up in the school for years 1 and upwards.

- 6.3 PE and D&T would be staying as they were. A governor asked whether it was planned to implement what had been discussed at the awayday and it was confirmed that this would happen.
- 6.4 The meeting agreed to look at the new Ofsted requirements in more detail at the next meeting and to start to link things into it. The Headteacher agreed to obtain the crib sheet to use as a template. It was thought to contain a lot of internal data but would still be useful.

James Barten left the meeting at 8:05pm.

7. FINANCE UPDATE

- 7.1 The benchmarking exercise document was circulated to governors and this provided a good comparison to two other schools. The two schools chosen inevitably had some differences from Campbourne, but many similarities. St Francis de Sales was used because they are also a federation. Campbourne spent less on total spending per pupil but we received a lot less funding because of the cohort but still performed well. It was thought that South Haringey would make more because of their pool and has a better facilities. It was agreed that Campbourne have good reserves but acknowledged that these would not last forever.
- 7.2 A small amount of additional money had been received from the DfE to cover pension funds. SEN and PP had fallen. The school hoped to make some income from holiday club. Longer term projections were more of a concern if funding does not increase. In terms of expenditure all staffing costs had risen and pension contributions were going up. A governor asked whether the school was in control of what they were spending. The next 2 years are fine but moving on from that the school would need to make some difficult decisions. The numbers are a bit fluid and were likely to change in the year. A governor asked if the 2019/20 budget would have to be signed today. It did not have to be signed today and it was suggested that any questions regarding this were postponed until a discussion had taken place with the SBM. An audit of the asset register was due and the end of year accounts also had to be completed. A governor asked about E22 – bought in professional services – and stated that this had increased and asked whether the school predicted an increased spend in years going forward. Money here could offset deficit. The school needed to look at expenditure in relation to health and safety requirements which were needed at the time and also the schools broadband and accelerated maths which had been looked at and would now be stopped. Supply teacher insurance had gone down because the school did not have as much staff absence.
- 7.3 The meeting agreed that the updated best value statement looked good. The Chair signed it off and left it with the school for their files. It was good that it contained benchmarking. The document generally showed the school in a good light and Campbourne was doing well when well compared to other schools. The Chair thanked Stuart for the update.



8. HEALTH AND SAFETY

- 8.1 The school had received a report and had been judged to be good. Some minor things had been raised. A governor asked when was the last full report done. It was not done a long time ago and they come in every quarter to audit but it is getting shorter. The LA came into the school to check because the school used someone else to do the audit.

9. GOVERNOR VISITS

- 9.1 No governor visits had taken place. The Chair asked governors to book in some visits. One governor had come in post school and would be coming back at another time.

10. GOVERNOR TRAINING

- 10.1 One governor had undertaken Ofsted training.

11. ITEMS FOR THE NEXT AGENDA

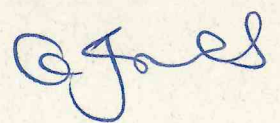
- 11.1 Communications and Ofsted would be added to the next agenda.
- 11.2 A governor asked whether a decision had been made in respect of the Associate Members. The Chair has the skills audit which need to be put into the matrix to be considered further.

12. DATE AND TIME OF NEXT MEETING

- 12.1 The date of the next meeting had been agreed as Wednesday 24th April. The Chair said she was not able to attend the meeting scheduled for 23rd May which was when it had been proposed that the budget would be signed off. The meeting agreed that 24th April was too soon after the Easter break to get everything done. The meeting agreed to delay the April meeting and to bring the May meeting forward into one meeting to be held in the second week in May. The Chair agreed to circulate proposed dates for consideration to governors.

13. ANY OTHER BUSINESS

- 13.1 A parent governor had been approached and asked about the school finding a space to allow children to pray at lunchtime. The Headteacher had looked into this and reported that there was a space that could be used but the issue was finding someone that would be comfortable to staff it. Staffing numbers were tight at lunchtime. The room could potentially be used from 1:15-1:30pm. It was a small space that would not accommodate large numbers of children. The room would not be staffed by teachers and it was unlikely that support staff would provide the necessary cover. A governor asked whether there was a SMSA who is comfortable doing it. Another asked whether any parents would be willing to volunteer. It would be fine if the governing body agreed but the Prevent agenda would mean that a staff member would need to be present. Safeguarding checks would also have to be undertaken on volunteers so a member of staff would have to do it but a parent could



support. A governor asked whether any other local schools offered it. There was another school in Haringey that did. It was thought that staff could be asked if anyone was willing to do it but that it would also be useful to find out which other Haringey school did it to see how it was operated there. The space would be used as a reflection space and not solely for prayer and would be made available to all faiths. A governor asked if it would be made available only to KS2 children. The space would be offered to any children that could undertake their prayers themselves and KS2 fits with the time that the space would be available. The parent governor agreed that she would speak to the other school to see how they operated the room.

Josh Mattocks and Gladys Merceron left the meeting at 8:20pm.

Actions

| Item | Action | Responsible |
|-------------|---|--------------------|
| 4.1 | Contact GovernorHub about finding a system to deal with confidential details sent via a link. | Chair |
| 4.1 | Contact HEP regarding guidance of sending confidential items to personal email addresses. | Chair |
| 5.1.4 | Check if school insurance or a specific insurance is required for the holiday club. | Headteacher |
| 5.1.4 | Check whether LA will be emergency contact during the school holidays. | Headteacher |
| 5.2 | Report back on meeting regarding Forest school. | Headteacher |
| 6.4 | Look at the new Ofsted requirements in more detail at the next meeting – add to agenda | Clerk |
| 6.4 | Obtain crib sheet to use as a template for new Ofsted requirements. | Headteacher |
| 12.1 | Circulate proposed meeting date to replace April /May meetings. | Chair |
| 13.1 | Make contact with the school that has a prayer room to see how it operates | Gladys Merceron |

