

**GOVERNING BODY OF  
CAMPSBOURNE PRIMARY SCHOOL**

Nightingale Lane  
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**Campsbourne Primary School**

NOTICE OF A MEETING HELD ON:

DATE: **7 MAY 2019**

TIME: **6:30PM**

VENUE: **SCHOOL**

Contact: (Clerk): Eleanor Seale

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**MINUTES - 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)

Also attending:

Elizabeth Rarieya (School Business Manager)  
Eleanor Seale (Clerk)

**1. WELCOME / INTRODUCTIONS / APOLOGIES**

- 1.1 The Chair welcomed everyone to the meeting. Apologies had been received from Gladys Merceron. Josh Mattocks did not attend the meeting due to confusion about the changed date.

A handwritten signature in red ink, appearing to read 'E Seale', is written over the 'Chair's Signature:' text.

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

- 2.1 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. **FINANCE**

- 3.1 It was reported that the school's finances looked healthy. Questions that had been submitted prior to the meeting had been considered. Next year's budget would look at a CFR report and funding from the local authority would increase a little next year to take account of extra money being received for teachers' pension contributions. IOC was also higher. Pupil Premium continued to fall which was representative of the school's cohort. More income for facilities had come from the play scheme and farmers market which were doing well. Most of the income had come from the after school club and a little from holiday club. A governor asked whether the school received £140K from the After School Club as this figure seemed high. It was agreed that the figure would be checked but when compared to the breakfast club it looked about right. It was confirmed that this figure related to income and not profit and represented over 60 children attending the after school club per day which costs £10-12 per day amounting to £600 a day coming in. A governor referred to the summary for 23/24 and questioned why there was a loss of £200K and asked if this related to a loss of children. This was because the number had not been carried over properly. Governors were asked to just look at first 3 years. A comment was made about E07 expenditure not sitting well. This was because a higher figure in this financial year goes down and it did not show the full year's projection. Surplus goes to £53K from £48K which was a result of reduced expenditure. Expenditure – support staff increased because of a blanket pay and pensions pay increase. Teachers' pensions would increase in Sept. The school would receive financial assistance for teachers but not for support staff.
- 3.2 A governor asked if the school would be looking into the LED lighting scheme to reduce energy costs. The school did want to install LED lighting and could receive a grant for this. However, Haringey had told the school that they could not install LED lighting because they did not own the school and the LA would need to action this. This was said to contradict the guidance schools had received from the DfE who recommended that schools actioned this themselves. A governor referred to the taking of a loan and asked who was responsible for paying the loan back. This would be the school's responsibility. Other schools had used a company listed on the DfE website. As a result of installing LED lighting schools had seen bills reduce and there were also environmental benefits. A governor asked whether the school had taken out a loan before. The school had not previously taken a loan. It was suggested that the SBM should establish what was happening in other schools and that Campsbourne should take this into account when making a decision.
- 3.3 Supply teaching staff had dropped from 53 to 26 – E57. Agencies had covered vacancies and 2 staff had been recruited via agencies but this has not happened in a long time and when one staff member finishes her teacher training course she will not be replaced like for like and the school would recruit graduates into TA posts. Where staff show potential the school would look at putting trainee teachers through Schools Direct. The school is also looking at taking on PGCE students as a way of identifying NQTs early on.



- 3.4 A governor asked why E27 – bought in services this year was £67K and was going to increase to £86K. This was because of the sports premium grant will be used to fund a sports coach who works at lunchtime and during the afternoon to provide support in PE lessons with smaller groups. The aim is to increase the number of children doing competitive sport at the school.
- 3.5 A governor asked how Inflation had been accounted. Some figure showed no inflation but it had been applied to others such as energy. An informed decision would take place on how to apply inflation when spending on resources.
- 3.6 In terms of capital projects a quote of £15-16K had been received for the year 1 outdoor space. The HSA would be paying for the laptops and the upgrade of the ICT suites, desks and climbing wall. A bid had been submitted for the lottery fund to pay for the nursery. A governor asked if the school could afford to fund these projects without lottery and HSA funding. The school could afford the projects due to savings made in the budget around staffing of part time post. The school wanted to get 30 laptops and 30 Ohbots. The reception project would not be happening in summer as the school were still trying to get Haringey to come back to them re project management. The school are keen to receive support from Haringey but do not feel there is a need to employ consultants to undertake the project. It was debatable whether £20K would cover all the costs. HSA would buy a set of 30 laptops. ICT is just to upgrade computers. The "little extras" grant would now be going into the Year 1 project and there may be some slight changes to other projects. A governor asked whether the reception project was to be undertaken only during the summer. It was thought that feedback could be obtained from parents about the proposal to house the children elsewhere. Governors agreed that it would be helpful to get local councillors involved to try and get a faster response from Haringey. The Headteacher had spoken to Mr Parsons and had followed this up with an email. An application for a lottery grant had been made for the nursery project. It would take 12 weeks for the grant to be received if successful so the nursery project could happen in the summer. It was confirmed that the project would still happen if the grant did not come through as the school would make the investment. Governors agreed that aside from benefiting the nursery children the project would produce good kerb appeal which is helpful in maintaining good pupil numbers. It was confirmed that issues which had been identified with the fence would not impact on the project.
- 3.7 A governor asked where Empiribox E19 - sat in the budget. A governor said he had been told that there was a lack of stimulus investment. The Headteacher did not agree that there was a lack of funding and said there was not a need for teachers to pay for materials themselves as they had been told to claim back any money from the office. He said he would remind staff about this. He did agree that there was a lack of computing equipment in certain curriculum areas but not science and this was being addressed with the purchase of laptops and Ohbot equipment.
- 3.8 Income from farmers market – it was thought that the school had more farmers market this year. Farmer's markets figures related to 2018/19 and had been entered in error. A governor asked if it would be possible in the future for the report to include a column for the current year for comparison purposes. It was agreed that the report could contain the column but this would not be included in the signed budget.

- 3.9 Governors confirmed that they were happy with the Q4 finance report and budget and had no further comments to make. Q4 finance report was signed off by the Chair and Stuart Parker and left with the school for filing. The budget was signed by the Chair and Headteacher and left with the school for filing.

#### 4 MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 4.1 No comments were raised in relation to the minutes of the meeting held on 27 March 2019. The minutes were approved and signed by the Chair. A copy was left at the school for their files.

- 4.2 Outcomes of action from the last meeting:

Item	Action	Responsible	Outcome
4.1	Contact GovernorHub about finding a system to deal with confidential details sent via a link.	Chair	The Chair confirmed that there is no way around this matter. The meeting agreed that sensitive information should not be put on Governorhub as sharing the link would provide access to everything in the confidential folder.
4.1	Contact HEP regarding guidance of sending confidential items to personal email addresses.	Chair	Contact was made with HEP and information on GDPR and confidentiality was supplied. HEP confirmed that personal email addresses could be used but preferred the use of school email addresses. Governors confirmed they had not used school email address for some time. Meeting agreed that school email addresses would be used for communications involving complaints and disciplinary. Governorhub to be used for other communications where possible.
5.1.4	Check if school insurance or a specific insurance is required for the holiday club.	Headteacher	Completed for Forest School. Headteacher to double check regarding holiday club – carry over to next meeting.
5.1.4	Check whether LA will be emergency contact during the school holidays.	Headteacher	If issue was around a member of staff it was agreed that the LADO at the local authority should be contacted. The LA were not aware who else should be contacted. Governors agreed there was a need for an escalation procedure to be put in place for instances such as something happening to a child whilst at the holiday club. This would confirm what action should to be taken. SBM to speak to other school to see what they do. A governor asked if this was the responsibility of the holiday play scheme manager. It was important that whoever was involved was clear about what was expected of them and that they were happy to deal with such matters. A list of training requirements had



			been identified for the play scheme leader to undertake. Also has to be clear who would take the place of the play scheme leader if they became too sick to go to work.
5.2	Report back on meeting regarding Forest Park.	Headteacher	Met with Forest school lead. Some items listed in the report were excessive and not everything needed to be actioned by the school. Rodent activity was due to standing water –chasing Alexander Palace in relation to this. Toxic survey related to the flowers – children advised not to touch or eat the plants. HSA bought waterproof trousers to be used as necessary. Governors confirmed they were happy for the Headteacher to deal with identified risks on a proportionate basis. The school agreed that they cannot stop other people from using the area. The school confirmed they were able to manage the risks identified. A governor asked if the children always in sight of adults. Clearer briefing of boundaries are communicated to the children of what should and should not happen. There was also a need to ensure adults were properly briefed and that cards were used as a reminder of what everyone needed to do.
6.4	Look at the new Ofsted requirements in more detail at the next meeting – add to agenda	Clerk	Completed.
6.4	Obtain crib sheet to use as a template for new Ofsted requirements.	Headteacher	The Chair located an old template which is in the Governorhub documents. Headteacher has a document on what the role of governors is. This would be shared with governors prior to the next meeting. Ofsted want to look at how schools process data and have said they will place less importance in the numbers themselves. They also wanted to see how successfully school were monitoring processes. Governors agreed there was a need for a curriculum working group to take matter forward.
12.1	Circulate proposed meeting date to replace April /May meetings.	Chair	Completed.
13.1	Make contact with the school that has a prayer room to see how it operates	Gladys Merceron	One member of staff had confirmed they were happy to supervise prayer room. Another school said the children ran the prayer room

			themselves. Meeting to take place in a week or so. Discuss at next meeting.
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## 5. CHAIR'S ITEMS

- 5.1 The meeting thanked the Clerk on what was her last meeting.
- 5.2 The Chair reported that the Governors Briefing was interesting. A powerpoint was available and governors were asked to look at it when they had the opportunity because it contained things that could be used by the governing body. The matrix supplied by Haringey gave a lot of information. It provided interesting information regarding the new relationships and sex education curriculum which will be coming into force in 2020.
- 5.3 Primary schools would undertake relationships education and it was up to individual schools to decide to teach sex education. Campsbourne already did this. Schools have to teach sex education where it comes into the science curriculum. A Relationships and Sex Education Policy was already in place at the school. Letters had been sent home to parents confirming what would be covered and when. A coffee morning would be taking place to go through concerns. Positive framework provided concept of consent.
- 5.4 The Briefing also covered Haringey narrowing the gap. It looked at narrowing the gap in a number of ethnic groups including Turkish. A conference in July would be used to talk about this topic in more detail. Also discussed policy involving youths at risk and pupil transition from primary to secondary school. It was confirmed that schools could provide access to Key for Governors to governors. The Headteachers said he would email the log on details to the Chair.

## 6. HEADTEACHER'S ITEMS

- 6.1 The SIP Report had been circulated for information. Governors agreed that it was a great document which provided confirmation of all the positive developments that had been happening in the school.
- 6.2 Achievement for All was a long running programme for disadvantaged groups and is delivered by a coach that works with schools. Priorities are identified and advice is given on what the school could do. There were lots of ways they could help. The meetings would kick in during the autumn. The school was paying approximately £3K per year for this service.
- 6.3 In order to prepare for Ofsted it was suggested that an information sheet is prepared for governors to consider for preparation for an Ofsted inspection. The Headteacher would send the questions to governors and the responses to the questions would be discussed later. A governor asked if the school was expecting an inspection. Inspections took place every three years and the next one was due in autumn 2020 at the earliest. The last inspection happened later than expected because the Headteacher had just started at the school when it was due. It was felt that if the school got through the last inspection it should expect a good inspection next time.





- 6.4 The meeting discussed the importance that the school recognised data across the curriculum, how it was designed, themes etc. The school was able to demonstrate this on paper but there was a need to ensure that this was happening in the classroom. The Headteacher said he would write an overview of the curriculum which would describe the overarching aims and objectives. A meeting with curriculum leads for each key area of the curriculum would take place and their input would be sought as it was too big for one person to undertake. The Headteacher agreed to send the Chair a list of all the main leads to consider against staffing roles. Rachel, Jim, David, Stuart and Owen agreed to be part of a group to support its development. The meeting agreed to come back and look at restructuring and agreed that it would be helpful for everyone to have the overview. A governor asked whether this could be an end of term awayday meeting. It was agreed that this could happen and that a date in July or the beginning of next term. Know your school exercise could feed into it.
- 6.5 Brij Sharma left the meeting at 8pm. He reported that he had undertaken a governor's visit to the school which he would write up.
- 6.6 The following policies were reviewed by the Governing Body:
- 6.6.1 Fasting Policy was agreed and signed
- 6.6.2 Attendance Policy – small changes were made around making appointments outside of school. A governor asked if the policy included children missing in education. The policy did include this. The school would action any children that were missing under the safeguarding route. The policy was agreed and signed.
- 6.6.3 Annual & Special Leave Policy was agreed and signed
- 6.6.4 Checking and Identifying Visitors Policy. A change was made to an incomplete sentence. The meeting discussed visitors that would be let in the gate but may not report to reception and as a result a governor asked whether the school could be doing more in respect of this. The school said they were doing as much as they could and that staff would follow up anyone that had entered the school site but not reported to reception. The school said they knew what the risks were. It was agreed that staff would be reminded at the next training event to remain vigilant.
- 6.6.5 Lettings Policy – no changes were made apart from how much the school would charge to use the Eco and ICT Rooms. Forest School wanted to use the Eco room and pay an hourly rate. A governor said they thought it had been agreed that the Forest School teacher would train staff to cover the hire charge. New reception staff would be trained. The school had received a request for the ICT room to be hired for coding club and someone also wanted to hire the room at the weekend. Some governors said they did not want to let the ICT room during the weekend but were happy for it to be hired after school. A governor asked if there was any difference hiring the room after school or at the weekend. There was no difference but governors were concerned that IT equipment could be damaged when unsupervised. If the room was hired desktop computers would be used and anyone hiring the space would have to take out sufficient insurance. If things went wrong the letting could be stopped. The meeting discussed the amount that the various spaces should be let for. The dining hall had been previously let for £40per hour. It had capacity for 30 children. The meeting questioned if this was enough and agreed that it should be let for £80 per hour and that this

could be reviewed. The letting of the Eco room would include the outside space. It was agreed that this should be let for £50 per hour to take account of the additional cleaning that would need to happen. This also allowed for staff to be trained. The letting of classrooms would be considered on a case by case basis on a price on application basis. The amendments were made to the policy and it was signed.

- 6.6.6 Missing Children and Collection Policy was agreed and signed.
- 6.6.7 Placement of Children outside Chronological Year Group was agreed and signed.
- 6.6.8 Freedom of Information Publication Scheme was agreed and signed.
- 6.6.9 Flexible Working Policy was agreed and signed.
- 6.6.10 Grievance Policy was agreed and signed.
- 6.6.11 Sickness Absence Policy was agreed and signed.
- 6.6.12 Whistleblowing Policy was agree and signed.
- 6.6.13 Signed copies of the policies were left at the school for filing.

## **7. COMMUNICATIONS PLAN**

- 7.1 A governors' newsletter had not been produced for over a year. The meeting discussed the value in creating one and agreed that it took a lot of work to create. It had previously been agreed that the governing body would include a 'Meet the Governor' feature in the schools newsletter which would talk about new governors, Ofsted, resources, curriculum etc. Each edition would feature a different governor. Owen would be in the first edition.
- 7.2 HEP had produced guidance on parental engagement. A governor asked if they were doing as much as they could do to engage parents and encourage positive dialogue. The Chair said she would speak to Gladys as link governor.
- 7.3 The meeting discussed the newsletter to feature a different area of the curriculum in each edition. Last half term's newsletter covered Forest School. A governor asked what part of the curriculum would this term cover. It was suggested that either art, PE, or science could be featured. It was asked how the name change of artists for the classes would be communicated. This would happen in the newsletter after half term. The Chair would look over this. It was suggested that the colour of the newsletter was changed to assist anyone that was visually impaired.

## **8. HEALTH AND SAFETY**

- 8.1 No health and safety issues were raised.

## **9. GOVERNOR VISITS**

- 9.1 Brij had undertaken a visit and James was coming into the school on Friday for a STEM visit.





10. **GOVERNOR TRAINING**

- 10.1 James had undertaken Narrowing the Gap training and David attended the HEP update. It was agreed that moving forward all governor training would be up-loaded to a google doc template which would be saved on GovernorHub. Everyone was asked to upload all training undertaken on this template.

11. **ITEMS FOR THE NEXT AGENDA**

- 11.1 Curriculum and Link roles.

12. **DATE AND TIME OF NEXT MEETING**

- 12.1 The date and time of the next meeting is **Wednesday 19<sup>th</sup> June 2019 at 6:30pm**. The meeting would be preceded at 6pm with book look. The Governing Body meeting would start at 6:30pm. Apologies in advance from Marion.

13. **ANY OTHER BUSINESS**

- 13.1 A governor asked if anything had been done about the associate member. The Chair said she needed to meet with Stuart to work through skills matrix.

The meeting finished at 8:30pm.

**Actions**

Item	Action	Responsible
3.2	LED lighting – establish what happened at other schools	SBM
4.2	Check if school or specific insurance is required for holiday club	Headteacher
4.2	Speak to other schools to see what procedure they have in place during school holidays and who to contact in an emergency	SBM
4.2	Share Ofsted crib sheet with governors	Headteacher
4.2	Prayer room to be discussed at next meeting	Headteacher
5.4	Send Key to Governors log on details to the Chair	Headteacher
6.3	Send Ofsted questions to governors	Headteacher
6.4	Write overview of the curriculum and overarching aims and objectives	Headteacher
10.1	Post details of Googledoc for recording governor training details on Governorhub	Chair/Rachel Roberts
11.1	Curriculum link roles to be reviewed and proposed changes circulated for discussion at the next meeting (add to Agenda)	Chair and Clerk

13.1	Review skills matrix with a view to recruiting new associate governors	Chair and Stuart Parker
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