



Campsbourne Primary School

MINUTES OF THE GOVERNING BODY MEETING

Held on 19th June 2019 at 6:30pm

Membership:

Position	Name	Initial	Appointment Date	Term End Date
LA Governor	*James Langley	JL	05/12/2016	04/12/2021
Parent Governors	*Marion Groshong	MG	24/11/2015	23/11/2019
	Gladys Merceron	GM	21/11/2018	20/11/2020
Staff Governor	Josh Mattocks	JM	17/10/2017	16/10/2021
Co-opted Governors	*James Barten	JB	08/12/2016	07/12/2020
	Eleanor Jones (Chair)	EJ	19/09/2018	18/09/2022
	David Libbert	DL	15/09/2016	14/09/2020
	Stuart Parker	SP	15/09/2016	14/09/2020
	*Rachel Roberts	RR	26/02/2018	25/02/2022
	Brij Sharma	BS	14/09/2017	13/09/2021
	Owen Cheshire	OC	12/12/2018	11/12/2022
Associate Member	Jude Pow	JP	19/09/2018	18/09/2019
Headteacher	Jonathan Smith	HT	<i>Ex officio</i>	

*Asterisk denotes absence

Also in attendance: Felicity Baird (Clerk, Haringey Education Partnership)

PART 1

1. WELCOME; APOLOGIES

1.1 The Chair welcomed all to the meeting.

1.2 Apologies were received from JL, JB, RR, MG, and were noted by the Governing Body (GB).

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

2.1 None were made.

3. FINANCE

3.1 Covered under Item 6.

4. MINUTES OF THE PREVIOUS MEETING HELD ON 7 MAY 2019

4.1 The Minutes of the previous meeting were AGREED by the GB, were signed by the Chair and retained by the school.

4.2 Matters Arising:

It was AGREED that action for the Headteacher (HT) would check the progress on installing LED lighting would be carried forward. It was noted that lighting was part of the site survey.

***ACTION: HT to check progress on LED lighting**

Q: Will we proceed with installing the LED lighting?

A: The school is proposing to pause on this at the moment, as it may fall within the remit of the LA as part of its work on the site. Work (starting in the summer) is expected to last a couple of years, as it is taken in phases.

4.3 It was confirmed that the holiday club was covered by the insurance for the extended services.

4.4 It was AGREED that the HT would forward an Ofsted crib sheet to the GB.

***ACTION: HT to forward Ofsted crib sheet to GB.**

4.5 An update on the reflection room was discussed under P2.

4.6 It was AGREED the HT would send the Chair the login details for The Key.

***ACTION: HT to forward login details for The Key to the Chair.**

4.7 The Google doc item was to be carried forward [I didn't have a copy of the previous minutes so I don't know what exactly this action was]

5. CHAIR'S ITEMS

5.1 The Chair informed the GB that she would be circulating dates for 19-20 meetings, the Away Day and Know Your School exercise.

5.2 Profiles of possible new Governor candidates had been circulated. A need to look at the Link Governor roles in relation to the new Ofsted framework was identified. It was AGREED that the Chair would discuss this with SP. A number of suggestions for Link Governors were made, but it would be agreed upon at the next GB meeting.

***ACTION: EJ & SP to liaise regarding Link Governor roles.**

6. HEADTEACHER'S ITEMS

6.1 It was noted that the SIP had been reviewed at the previous GB meeting.

Q: Can you expand on the idea of reducing the number of bullying incidents to zero?

A: Bullying should not happen. However, we are aware that it does happen. The school's message is that there is zero tolerance of any bullying that takes place. Currently, behaviour in school is very good. Teachers have high standards and there is a consistency in the school in its approach. We have anti-bullying ambassadors and an open culture approach.

6.2 Fire Risk Report

It was reported that the LA was to undertake most actions on the report in the works taking place over the summer period (when urgent works would be carried out). It was noted that the capacity of the hall would be changed to 400. Fire drills had been completed in approximately 2 minutes.

Q: What action would be taking place about events at the school in relation to fire risk?

A: Guidance had been given about chairs in the hall and the school would be working on how many chairs could be placed in the hall. Curtains in were now all fire retardant. We will work to ensure that parents remain in their seats at events, and will advise them on fire procedures.

6.2.1 It was AGREED that the HT would check if the HSA's lighting equipment was PAT-tested.

***Action: Check if HSA lighting equipment was PAT-tested.**

6.3 Update on LA Building Works

The HT informed the GB that he would be meeting representatives from the LA on 3rd August and that urgent work should be completed in the summer. The second stage of works would focus on boilers, electrics and lights. The latter phase of the works would look at issues such as fencing. The HT AGREED to liaise with the LA regarding the gate at the bottom of the Infant playground.

***Action: Liaise with LA regarding gate at bottom of infant playground (HT)**

6.4 Building Projects to Agree

It was reported that the Reception project was not to be undertaken now. The HT was going to write to the LA about restrictions on the project, to ask the LA to recognise that it was something that the school needed.

6.4.1 The GB discussed the Y1 and Nursery projects and the quotes that had been received for the works. It was AGREED that the HT would liaise with the company carrying out the works, to ask about a possible discount, as the school was a repeat customer (the same company had completed work on the Infant playground).

***Action: Ask Discovery about whether a discount was available to the school, as a repeat customer (HT)**

6.4.2 The total cost of the Y1 and Nursery projects was approximately £46k. The GB was of the view that capital budget should be invested in the fabric of the school.

Q: Should the GB re-examine the budget?

A: These projects are not significant to the budget. The budget signed off by the GB had already significantly changes due to a number of EHCP children that had joined the school, which had increased costs. Staffing was flexible and some movements had been made and it could be reviewed at the end of the year. The school was not committed to an unaffordable staffing structure.

***Action: HT to recirculated budget once updated.**

6.4.3 The GB APPROVED the projects.

6.5 Energykidz Ofsted Report

This was shared with the GB for information.

6.6 Assessment (Reading, Writing, Maths)

There would be a move to Integris, and away from spreadsheets, to help lessen human error. This should save time and adapt the way in which teachers could plan. Staff were reported to be supportive of the move. The school would be introducing an overall teacher judgement in Reading and Writing, with a move to a model in which tests are a guide to help teacher judgement.

Q: Will there be any CPD for staff? What are the cost implications?

A: There is minimal CPD required and there are minimal cost implications. It will help future-proof, as staff will be able to pick up and use the software. It will mean that there would be slightly different reports coming to the GB.

6.7 The following policies were RATIFIED by the GB:

Asbestos Management;

Swimming pool procedures;

CCTV;
Data protection;
Educational visits;
Freedom of information;
Managing contractors;
Procedure for checking visitors;

Q: How do we control people coming in and out?

A: This was raised with the LA, and we are expecting a report on the issue

***Action: HT to check with LA about access to street from school site.**

Privacy notice for staff;
Social media;
Data protection;
Freedom of information publication scheme;
Staff wellbeing;
Privacy notice for pupils and parents;
Finance;
Behaviour;
First Aid & Medicine;
Attendance;
Learning & Teaching;
Learning Observation policy;
Staff handbook;
Control of infections;
Visitors to school

***Action: Merge Visitors to school policy + other visitors policy (HT)**

Information Security;

- 6.8 The GB was to review the After School Club / Holiday policy at a later date, as the holiday scheme was due to be brought back in-house. The GB discussed holiday scheme staff training. It was AGREED this would be reviewed in the autumn.

***Action: Add to agenda for autumn GB meeting (Clerk)**

7. HEALTH AND SAFETY

None.

8. CURRICULUM AND LINK ROLES

Covered elsewhere in meeting.

9. GOVERNOR VISITS

- 9.1 3 reports were circulated to Governors.

10. GOVERNOR TRAINING

- 10.1 It was noted that HEP training had been held at sometimes difficult times, feedback had been given to HEP. It was noted that online training was also available to Governors.

11. ITEMS FOR THE NEXT AGENDA

- 11.1 SATs results.

12. DATE AND TIME OF NEXT MEETING

- 12.1 The next meeting was scheduled to take place on Thursday 11 July 2019 at 6:30pm.

There being no further P1 business, this section of the meeting closed.

ACTION LIST

ITEM	ACTION	ASSIGNED TO
4.2	Check progress on LED lighting	HEADTEACHER
4.4	Forward Ofsted crib sheet to GB	HEADTEACHER
4.6	Forward login details for The Key to the Chair	HEADTEACHER
5.2	EJ & SP to liaise regarding Link Governor roles	EJ & SP
6.2.1	Check if HSA lighting equipment was PAT-tested	HEADTEACHER
6.3	Liaise with LA regarding gate at bottom of infant playground	HEADTEACHER
6.4.1	Ask Discovery about whether a discount was available to the school, as a repeat customer	HEADTEACHER
6.7i	Check with LA about access to street from school site	HEADTEACHER
6.7ii	Merge Visitors to school policy + other visitors policy	HEADTEACHER
6.8	Add HOLIDAY SCHEME to agenda for autumn GB meeting	CLERK

SIGNED:



CHAIR OF THE GOVERNING BODY

DATE:

11/7/19