

Campsbourne Primary School

**MINUTES OF THE GOVERNING BODY MEETING**  
**Held on 11 July 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:** Andrew Merkley standing in for substantive clerk Felicity Baird

**PART 1**

**1. WELCOME; APOLOGIES**

- 1.1 The Chair welcomed all to the meeting.
- 1.2 Apologies were received from JM and OC and were noted by the Governing Body (GB).

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

- 2.1 There were none.

**3. MINUTES OF THE PREVIOUS MEETING HELD ON 19 JUNE 2019**

- 3.1 The minutes of the last meeting were **APPROVED** as an accurate record of events and duly signed by the Chair. A copy of the minutes was left at the School for filing
- 3.2 Matters Arising:

Governors reviewed the actions from the last meeting. Comments were recorded against the open actions:

ITEM	ACTION	ASSIGNED TO
4.2	Check progress on LED lighting: <i>See below</i>	HEADTEACHER
4.4	Forward Ofsted crib sheet to GB <b>COMPLETE</b>	HEADTEACHER
4.6	Forward login details for The Key to the Chair <b>COMPLETE</b>	HEADTEACHER
5.2	EJ & SP to liaise regarding Link Governor roles. <b>Link Governor roles will be discussed at the Governors' away day. The Chair AGREED to circulate the draft proposal.</b>	EJ & SP
6.2.1	Check if HSA lighting equipment was PAT-tested. <b>COMPLETE, confirmed PAT tested.</b>	HEADTEACHER
6.3	Liaise with LA regarding gate at bottom of infant playground <b>COMPLETE</b>	HEADTEACHER



6.4.1	Ask Discovery about whether a discount was available to the school, as a repeat customer <b>COMPLETE, the School have received a small discount.</b>	HEADTEACHER
6.7i	Check with LA about access to street from school site <b>COMPLETE</b>	HEADTEACHER
6.7ii	Merge Visitors to school policy + other visitors policy <b>COMPLETE</b>	HEADTEACHER
6.8	Add HOLIDAY SCHEME to agenda for autumn GB meeting.	CLERK

Action 4.4- The Headteacher informed Governors that there have been further conversations on the matter of LED lighting however it has been confirmed that this would be a significant undertaking which would require funding support and as such this was not a priority concern such as that of completing the electrical works in the Infant School. It was noted that the possibility of LED lighting would be kept on the plan of works.

3.2.1 Following on from the discussion around PAT testing. The Headteacher **AGREED** to check with the site manager as to whether the PAT testing of lighting in the room used by the HSA has been PAT tested.

Action 4.7-CARRY FORWARD ACTION FROM MAY 2019 – *google doc template for training feedback to be added to Governorhub.*

Action 6.4.2 CARRY FORWARD ACTION FROM MAY 2019 It was **AGREED** that the revised budget will be recirculated in September.

#### 4. CHAIR'S ITEMS

##### 4.1 SATs Parent Survey

4.1.1 It was noted that a number of parents had undertaken a survey on the SATs tests that had been sent directly to the Headteacher and Governing Body. It was noted that over 100 parents had responded to the survey which had not been commissioned by the School. It was noted that a number of parents had responded negatively to the SATs test and were in favour of boycotting the tests. **There was a discussion around the survey responses which included the fact that the School encourage children to sit the mock tests to get them used to the style of questioning. In response to a Governor query the Headteacher informed Governors of the timetable for the start of the practice tests. The Headteacher also outlined the interventions that are put in place for those identified as requiring additional support in year 6.**

4.1.2 Following discussion the following actions were **AGREED**.

4.1.3 The Headteacher will draft a communication to parents highlighting the School's approach to the statutory requirement to delivering the SATs tests and circulate to Governors for comments.

4.1.4 The Chair will draft an overview accompanying the Headteacher's communication outlining the Governing body's approach and circulate to Governors for comments.

4.1.5 The Headteacher and a member of the Governing Body will meet parents at a coffee morning.

##### 4.2 Governor profiles

4.2.1 OC has completed his profile.

4.2.2 SP **AGREED** to write a governor profile for the first newsletter of the next academic year.

##### 4.3 Governor Away Day

4.3.1 The Governor away day will take place on 20 September 2019.

##### 4.4 Other

4.4.1 Members of the Governing Body including the Headteacher, Chair and BAME link governor attended the Haringey Black, Asian and minority ethnic conference which presented the Local Authority's focus on closing the gap in outcomes for Black Caribbean boys and other groups which it was noted is the highest in Britain.

4.4.2 It was **AGREED** to adopt the BAME pledge. The Headteacher informed that a lot of work is already underway in addressing support needs and identifying allocation of Pupil Premium funding. The Headteacher stressed that an individual family approach would be used to identify and address needs on an individual basis.

4.4.3 It was **AGREED** that DL would be continue to be the BAME governor and this would also encompass the role of "Achievement for all" governor. The Headteacher informed Governors that members of the School Leadership are in conversation with staff to identify a person to lead on this strategy. It was considered how this person could then feed into the Governing Body as a possible associate member. It was **AGREED** that Achievement for all and BAME pledge would be a standing item on the Full Governing Body meeting agenda.

##### 4.4 Associate member roles



- 4.4.1 Governors noted the interest expressed in filling the associate member roles. It was noted that profiles of applicants was considered in addition to skills audits carried out. It was **AGREED** to appoint Anita Jakhu and Alex Heywood as associate members.

## **5. HEADTEACHER'S ITEMS**

### **5.1 Head's Report**

- 5.1.1 Governors, having received the Headteacher's report in advance were invited to ask questions.
- 5.1.2 **Governors challenged the School Leadership with regards to the 9 spaces in year 5.** The Headteacher informed Governors that the school was experiencing issues with the number of children in year 5 and it was hoped that there may be some children that move into the School for year 6. The Headteacher remarked that there had been a positive shift in respect of the numbers of children applying to join the nursery.
- 5.1.3 **Governors questioned the School Leadership in respect of the support staff sickness.** The Headteacher informed Governors that the high number of sick days were for 2 members of staff who had long term illnesses.
- 5.1.4 **Governors challenged the School Leadership with regards to the works that were due to run into the next academic year and how this was to be managed without disruption?** The Headteacher informed Governors that the majority of work would be carried out in the holidays, however should it be necessary to carry out work in term time it would be possible to move classes for the work, which involves the fire doors, for a short period.
- 5.1.5 Governors noted the SATS results for KS1. It was noted that the KS2 SATS results (unverified) were released on 9 July 2019. Governors noted that the White rose maths programme and the daily mile will be trialled with a plan to roll out across all year groups if successfully embedded in years 5 and 6. It was further noted that the Headteacher will be reporting the outcome of the assessments in the newsletter.
- 5.1.6 It was noted that the capacity of the ground floor hall in the junior building has been increased to 404 after review of the number of fire exits.
- 5.1.7 Governors noted that there were 2 incidents of broken arms to children who fell from the monkey bars. The Headteacher informed Governors that additional wood chipping has been laid in the area.

### **5.2 Infant School SEF**

- 5.2.1 Governors received the revised Infant School SEF which has been reviewed in light of the new Education Inspection Framework.

### **5.3 Curriculum Intent**

- 5.3.1 Governors received the curriculum intent overview that highlighted the School's approach to delivering the revised curriculum. Governors remarked positively on the content.

### **5.4 Ofsted Questions**

- 5.4.1 Governors noted the example questions that were circulated in advance with the agenda papers.

### **5.5 Extended Services Reports (Spring, Summer, Autumn)**

- 5.5.1 Governors noted the extended services overview data reports. It was **AGREED** that Governors would revisit in September the best times in the year to receive the data.

### **5.6 Fire Risk Assessment**

- 5.6.1 Governors noted the content of the Fire Risk Assessment.

### **5.7 After School Club**

- 5.7.1 There was a discussion around the after-school club provision following a concern raised by parents in relation to the procedure for the allocation of places. The Headteacher discussed with Governors the possibility for a review of admissions criteria and pricing for the club which, it was agreed, was currently cheaper than others in the area. It was **AGREED** that the school should have the discretion to adjust pricing for low-income families. It was **AGREED** that families would be asked to self-assess on the application forms. Governors **AGREED** that a review of admissions procedure should be undertaken and the prices should be increased in the Autumn. Governors questioned the School Leadership as to how staff benefit from being involved in the services. The Headteacher informed Governors that there was no requirement for staff to be involved and they received additional income as a result of covering the after-school club. It was remarked that the School were at capacity in terms of the number of places they can offer, and it may be required to consider buying in further support, but a cap on numbers would be required at some point. The Headteacher **AGREED** to review the admissions policy for the club in the Autumn Term.



**6. SAFEGUARDING REPORT**

- 6.1 Governors noted the Safeguarding report from the Designated Safeguarding Lead (Headteacher)
- 6.2 Governors noted a slight increase in incidents of homophobic language and SEND comments.
- 6.3 It was noted that a recent visit from an ex police officer from the gangs and knives unit had highlighted that there was a group of children who were very aware of gang issues in the local area. **Governors challenged the School Leadership as to whether the knowledge and experience existed within the School staff to address this issue?** The Headteacher reassured Governors that training to key members of staff was being investigated in addition to support from the ex-police officer being sought.

**7. POLICIES FOR RATIFICATION**

**7.1 Data breach policy**

- 7.1.1 The Data Breach Policy was **APPROVED**.

**7.2 Policy/procedure for checking identity of visitors**

- 7.2.1 The Headteacher confirmed that he had merged policy and procedure for checking the identity of visitors.

**8. GOVERNOR VISITS**

- 8.1 Governors noted the contents of the report from MG in her role as link governor for Special Educational Needs and Disabilities.

**9. GOVERNOR TRAINING**

- 9.1 There was none to record.

**10. ITEMS FOR THE NEXT AGENDA**

- 10.1 None.

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

- 11.1 The Chair **AGREED** to circulate the dates for the FGB meetings in 2019-20

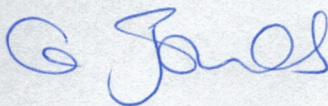
**There being no further P1 business, this section of the meeting closed at 8:30pm**

**ACTION LIST**

**12. CONFIDENTIAL MINUTES OF THE LAST MEETING**

- 12.1 The confidential minutes of the last meeting were **APPROVED** as an accurate record of events and duly signed by the Chair. A copy of the minutes was left at the School for filing. It was **AGREED** that an update on the reflection room would be brought to the September meeting.

SIGNED:



**CHAIR OF THE GOVERNING BODY**

DATE:

24.9.19

**ACTIONS:**

ITEM	ACTION	ASSIGNED TO
<b>Outstanding actions</b>		
4.7	googlesheet for training feedback to be added to Governorhub.	Chair?



5.2	EJ & SP to liaise regarding Link Governor roles. <b>Link Governor roles will be discussed at the Governors' away day. The Chair AGREED to circulate the draft proposal.</b>	EJ & SP
6.42	the revised budget will be recirculated in September.	Headteacher
6.8	Add HOLIDAY SCHEME to agenda for autumn GB meeting.	CLERK
<b>New Actions</b>		
4.1.3	draft a communication to parents highlighting the School's approach to the statutory requirement to delivering the SATs tests and circulate to Governors for comments	Headteacher
4.1.4	The Chair will draft an overview accompanying the Headteacher's communication outlining the Governing body's response and circulate to Governors for comments	Chair
4.1.5	meet parents at a coffee morning on SATs.	Governors/ Headteacher
4.2.2	Write governor profile for the first meeting of the new year.	SP
4.4.3	Achievement for all and BAME pledge to be a standing item on the Full Governing Body meeting agenda.	Clerk to schedule
5.7.1	Review after-school club pricing scheme and admissions policy in the Autumn term	Headteacher
11.1	Circulate dates for 2019-20	Chair
12.1	Update on reflection room to be brought to the September meeting	Headteacher