



Campsbourne Primary School

MINUTES OF THE GOVERNING BODY MEETING

Held on 30 October 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	Jade Springer Best	JSB	07/10/2019	06/10/2023
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 (Vice Chair)	BS	14/09/2017	13/09/2021
	Owen Cheshire	OC	12/12/2018	11/12/2022
Associate Members	Anita Jakhu	AJ	11/07/2019	10/07/2023
	Alex Heywood	AH	11/07/2019	10/07/2023
Headteacher	Jonathan Smith	HT	<i>Ex officio</i>	

*Asterisk denotes absence

Also in attendance: Felicity Baird, Clerk (HEP); Jude Fransman, potential parent Governor observing; Elizabeth [Surname], School Business Manager

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 The Chair welcomed all to the meeting. No apologies were received, the Governing Body (GB) was quorate.

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

- 2.1 None were made.

3. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 3.1 The Minutes of the previous meeting were APPROVED.

3.2 Matters Arising:

(3.6) It was confirmed that all Governors had signed the Code of Conduct and the annual declaration of interest register for the academic year.

(4.6) It was noted that some Governors still needed to write/send their personal profiles for inclusion in the newsletter and website.

(6.3) It was confirmed that the school would not be going ahead with an electronic process of updating family details, due to potential GDPR issues.

4. CHAIR'S ITEMS

- 4.1 It was noted that the school's 125th anniversary was coming up in 2 years.

- 4.2 The GB discussed whether connecting with past school pupils and creating an alumni database would be of use. It was noted that this task would require a huge amount of work. The HT reported that a plaque would be put up at the school to commemorate Emma Clarke, Britain's first black footballer, on 20 November. The event was planned to be attended by David Lammy MP, the Mayor, and England's women's football team. A workshop would take place for Y5, in addition to an assembly and a football match against St Mary's school would take place to compete for the Emma Clarke Cup. Governors noted their support for events planned.
- 4.3 The Chair informed Governors that she had been in touch with a Governor from Rokesly school with a view to connect Governors from both GBs to share good practice. It was noted that some Rokesly Governors may attend the next GB meeting.
- 4.4 Link Governor roles were reviewed. A new Humanities Link Governor role was formed. It was confirmed that the BAME/Achievement for All Link Governor would be JBS and AJ. The school would be holding a BAME review, as part of its commitment to the LA's BAME pledge, and the new BAME/Achievement for All Link Governors would be invited to attend. GM was confirmed at the school's Link Governor for the School Council.

5. HEADTEACHER'S ITEMS

5.1 Holiday Club & updated policy

There had been some negative feedback regarding the changes to the holiday club. The previous club allowed families to use a flexi-booking system, whereas the in-house school holiday club system was more rigid, which did not work for families who needed a more flexible option. The school would be trialling Tucasi, an online booking system, in the Spring term, which would allow for a more flexible approach. It was noted that this may cause problems for those who were eligible for discounted rates, however, these places could be kept offline and used when required. It was hoped that if the Holiday Club booking system was successful, it could be rolled out to the Breakfast Club too.

Q: Has the school considered those families that don't have digital access.

A: The current system is online, however families can visit the school office if they need to book a place and it can be done here.

Q: Is the school going to encourage early booking to arrange staffing for the club in advance?

A: We will keep a close eye on numbers and maintain a flexible approach.

It was noted that the online booking system had the potential to simplify it and that the trial of the online booking process would not affect the policy. Any required changes to the policy could be made at a later stage.

5.2 Reading overview

It was noted that Teaching and Learning was a priority. The school's Lead Practitioner undertook 4 learning walks on a termly basis and would be writing up a summary of her findings which would be shared with the GB, and would give an up to date reflection of Teaching and Learning at the school. The Lead Practitioner would attend a future GB meeting to share information on learning walks.

Q: Do children practice SATs-style test questions?

A: Yes, it makes sense to use these as they are used in the tests, however they are not seen as SATs tests by the children.

Q: Are these helping the children to learn?

A: Yes, SATs are just a particular style, like any other. They are age-appropriate. Teachers use TestBase to get the SATs-style questions. This year all the questions are SATs-based; last year they were more varied. Tests are marked in children's books and children are given time to reflect on any mistakes made. Children have reported being happy to be given the time to reflect on their marked work.

6. BAME

6.1 BAME/Achievement for all

The school had identified all BAME children that were behind in a class and teachers had been tasked with understanding those children in more detail and what barriers to learning they may face. Training on

structured conversations had taken place. An hour had been set aside for meetings to take place regarding those children causing concern, and the school was working towards building stronger links with these families to support their children. Feedback from a family that had attended a meeting with a teacher was positive. These meetings would continue once a term for 2 children until the need no longer existed.

Q: What if there are more than 2 children that are in need of these teacher/family meetings?

A: There is a lack of resource at the school to provide more at the moment.

5.4 It was agreed that the HT would bring a 3-year plan to the next GB meeting.

ACTION

7. BUDGET

7.1 The Finance Report had been circulated to Governors in advance of the meeting. There was a variance due to the fundraising total not being picked up. It was noted that the GB had previously agreed to move funds sitting in an account for some time, and spend it. £18k from capital funds had been spent on ICT.

7.2 Governors thought the breakdown regarding the after-school club was helpful and suggested it could be retained, especially as new charges would be coming for the club.

Q: When does the school receive the funds from the LA for the teachers' pension grant.

A: This should arrive next month.

Q: Last year, there was concern about pension payments – will the LA cover this?

A: The DfE will cover teacher pensions for this academic year but after this, the school will need to fund it.

7.3 The HT reported that the school roll was up by 9 after the census – this funding would come into next year's budget.

7.4 The GB **approved** the budget monitoring report. Less had been spent on school works that had been initially planned.

8. HEALTH AND SAFETY

To **report** any health and safety issues

9. POLICIES for approval

9.1 The GB approved the following policies:

Pay Policy;

Equality information & objectives – information for school website;

Accessibility Policy;

Equality & Diversity in Employment Policy;

Relationship & Sex Education Policy.

10. GOVERNOR VISITS

10.1 MG submitted a report to the GB. Two Governors had met the Deputy Headteacher and had seen some SEN interventions. They reported children were engaged and enthusiastic, with some challenges in some classes.

10.2 The Chair noted her thanks to MG, whose term was ending soon, for her service to the school.

11. GOVERNOR TRAINING

11.1 It was noted that whole-GB training on the SDP in conjunction with the new Ofsted framework was to be confirmed. It was also noted that all Governors should have by now completed new online safeguarding training.

11.2 GM had attended training on the new Ofsted framework, Early Years, and Prevent (online) training.

11.3 DL had attended Performance Management training.

12. **ITEMS FOR THE NEXT AGENDA**

12.1 Data; Prayer room.

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

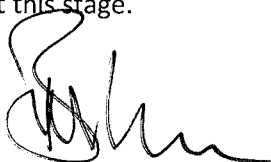
13.1 27 November 6:30pm; 10 December 6:30pm.

14. **ANY OTHER BUSINESS**

14.1 It was agreed that the Chair would send SP H&S information.

There being no further Part 1 matters, this section of the meeting closed. The Associate Governors and observer left the meeting at this stage.

SIGNED:



CHAIR OF THE GOVERNING BODY

DATE:

27/11/19

ACTION LIST

ITEM	ACTION	ASSIGNED TO
5.4	HT to bring a 3-year plan to the next GB meeting.	Headteacher
14.1	Chair to send SP Health and Safety information	Chair