



## Campsbourne Primary School

### MINUTES OF THE GOVERNING BODY MEETING

Held on 27 November 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	Jude Fransman	JF	24/11/2019	23/11/2023
	*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);

#### PART 1

##### 1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 The Vice Chair (VC) welcomed all to the meeting. Apologies were received from GM, JB, EJ, OC. 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**, there were no matters arising.

##### 4. CHAIR'S ITEMS

- 4.1 The VC clarified the GB management of business, whilst the Chair was away. It was confirmed that BS, GM, SP would sit on the Headteacher's appraisal panel.

##### 4.2 Link Governor roles:

It was confirmed that JF would take over as Pupil Premium Link Governor, once DL had stood down from the GB.

BS = STEM Link Governor

RR = Literacy/Maths (Curriculum) Link Governor

SP = Humanities Link Governor

JL = Safeguarding/SEND Link Governor

JF = BAME Link Governor

JB = Finance Governor

?? = Health & Safety

4.3 Proposed building works – update

It was reported that the majority of the works had been signed off and the LA was due to come on site to carry out a survey. There had been a slight delay to the progress and no decision regarding when works would commence had taken place. It was reported that the LA would cover the cost of cabins for classes to be moved to, and it would be challenging to keep the school running in different spaces. The VC offered assistance in the scrutiny of any plans submitted to the school by the LA. The HT stated he would speak to another Head who had been through a similar process at their school.

4.4 Data Group – update

The Data Group (the HT, GM, RR, BS) met the previous week. It was reported that generally, outcomes were very good for attainment and progress in the last year. The group had looked at challenges in KS2 as there were some slightly lower figures; and discussed planned interventions – White Rose Maths in KS2 was having a positive impact and the Sounds Right programme from EYFS – Y6 would help early reading and spelling once introduced in Sep 2020. The KS2 results were very positive, especially in Maths where they were well above the national average.

4.5 The group looked at lower performing groups (FSM/EAL/SEND) and how the school catered to those with complex needs. It was noted that the consistently under-achieving groups often overlapped (FSM+EAL, for example). The group reviewed BAME data.

4.6 The GB was informed that the data group reviewed the in-year data and questioned some Y5 performance that was slightly lower across Reading/Writing/Maths, which possibly needed further attention. It was noted that the assessment data would be used to plan intervention work around any gaps.

5. **HEADTEACHER'S ITEMS**

5.1 The HT welcomed questions regarding his report.

Q: How are sickness levels at the school?

A: There had been lots of illness amongst staff and pupils. 1 member of the cleaning staff had been off work but had returned and a referral to occupational health had been completed. 'Other' absences were for matters such as bereavements. It is likely that the spring term would look different for the level of absences.

The HT confirmed that the school looked in detail at absences once certain triggers were met.

5.2 Q: The SEN attendance rates are 93-94%, are they expected to be lower?

A: Some of these children have a very high level of need. Key vulnerable groups are reviewed on a weekly basis, to see if there is anything of concern. The school will be issuing 1 fine to a family that has been offered a variety of provision to support attendance. In addition, we have written to another family regarding their child's attendance.

The HT confirmed that any child that isn't part of a vulnerable group and also without good attendance would get picked up by the school.

5.3 Q: How is the Geography curriculum development progressing?

A: Y6 and Y1 curriculum has had some tweaks. It has been good to develop some time for teachers to look at subjects that they don't normally look at in such detail.

5.4 Q: [reference to quality of teaching] Does the Lead Practitioner have sufficient time?

A: We are now blocking time for teachers weekly to help embed improvements. This works much better and has been well received by staff.

- 5.5 The HT suggested that an early bird discount for the holiday club could be given, but that the policy would need reviewing. The charge for the club was due to be £35 and it was suggested that early bookings could be offered at £30, to help give an idea of how many staff would be needed.
- 5.6 Sport Premium plan and review: A TA was supporting PE in the afternoons (lunchtime activities). The take up had increased weekly. The school had signed up to the BMX course at Lordship Rec. A sports kit would be available on Monday. The GB supported the school's sport provision.
- 5.7 School Lunches: 'Chefs in School' charity had been in school for 2 weeks to train up the kitchen staff. A taster day for parents would follow in the new year. Taste Ed., an organisation would create a series of food lessons to do with the 5 senses; there had been some research to show that this could help reduce child obesity. There would be a link with D&T and at the end of the unit, children would create a meal.
- 5.8 Trainee teachers: The school had a programme of trainee teachers, however this was not sustainable going forward. The school was looking at linking with a university so that PGCE students would attend school for their placements, which would attract funding, and would be a potential good opportunity to spot good future candidates.
- 5.9 Mental Health provision: The HT attended a mental health course and was looking at how to incorporate it into the PHSE curriculum and how this could be taught across a whole class.

## 6. **BAME**

- 6.1 Pupil Premium Plan & review – BAME project: The HT had met with a representative from Black History Walks. Y6 was to look at the history of Black Caribbean fighter pilots and the Windrush generation. The school was trying to move away from negative connotations of black history. It was hoped that the school could link with the Round Table (BAME bookshop) in Brixton.
- 6.2 The GB discussed how BAME history could be taught. The school was looking to merge a Turkish-speaking TA role to allow the postholder to support those Turkish families whose children were underachieving. It was noted that long term strategies such as this one would take time to embed and that all of the work undertaken would have a broad impact.

## 7. **BUDGET**

- 7.1 Figures had been received for things such as trips. The budget was becoming more challenging. The school was full in Reception and Y1, and only a few spaces remained in other years, which would help with funding.
- Q: Is there concern about the budget at present?
- A: It is always a strain but we maintain focus on it. We have tried to protect the curriculum to ensure that the roll remains high.

*JF left the meeting at this stage, 8pm.*

## 8. **HEALTH AND SAFETY**

- To **report** any health and safety issues
- 8.1 SP reported that all actions had been undertaken.

## 9. **POLICIES** for approval

- 9.1 The GB approved the following policies:
- Exclusions Policy;
  - NQT Policy Exclusions;
  - Pupil Premium Policy;
  - Relationships/Sex Ed;
  - Allegations Against Staff;

## 10. **GOVERNOR VISITS**

- 10.1 SP and JB had met with the School Business Manager and had gone through the Finance policy. A spot-check on the asset register was required. A new Finance policy was due in January.
11. **GOVERNOR TRAINING**
- 11.1 RR – would complete the Safer Recruitment training in the new year.  
AJ had updated her training on Governor Hub.  
BS completed the Safeguarding training.
12. **ITEMS FOR THE NEXT AGENDA**
- 12.1
13. **DATE AND TIME OF NEXT MEETING**
- 13.1 10 December 6:30pm.
14. **ANY OTHER BUSINESS**
- 14.1 A Governor enquired about the use of the Marvellous Me app, that allowed teachers to communicate to parents. The HT informed all that Y6 use a program called Dojo, a similar platform that could be rolled out in future.

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


SIGNED:



DATE:



CHAIR OF THE GOVERNING BODY

  
25/9/20

The meeting closed at 8:35pm.