



Campsbourne Primary School

MINUTES OF THE GOVERNING BODY MEETING

Held on 29 January 2020 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 <i>Chair</i>	EJ	19/09/2018	18/09/2022
	Stuart Parker	SP	15/09/2016	14/09/2020
	*Rachel Roberts	RR	26/02/2018	25/02/2022
	Brij Sharma <i>Vice Chair</i>	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)*; Elizabeth Raireya, *School Business Manager* (in attendance for Q3 budget monitoring item, P1 only)

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

1.1 The Vice Chair (VC) welcomed all to the meeting. Apologies were received from: RR, AH, EJ.

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 held on 10 December 2019, were **approved**, and were signed by the VC.

4. CHAIR'S ITEMS

4.1 None.

5. HEADTEACHER'S ITEMS

5.1 Q3 Budget

The School Business Manager (SBM) reported that an in-year deficit of £40k had been forecast. The SBM reported that more funding would be incoming; adjustments were to be made to EYFS and SEN funding, and grant income from the Tottenham Grammar Foundation. £39k had been budgeted for lettings income, although more was expected. Income/expenditure for trips would be reviewed.

- 5.2 It was reported that teaching expenditure had been higher than expected. One-to-one support expenditure had increased, and the SEN income would not entirely cover it. The cleaning staff had received a London Living Wage pay rise. It was noted that some savings were made due to a member of staff being on long term sick leave and no longer being paid.
- 5.3 Q: Are pay increases budgeted in?
 A: Yes, the budget is set in March, but changes during the year would affect it.
 Q: Can you update us on the government pension contributions?
 A: This was received in November. We received slightly more than we had budgeted for, but will receive less next year.
 The SBM said that a proposal (which had already been through the unions) to re-grade the support staff would come to Governors in due course, from the LA.
- 5.4 Q: Is the decline in the birth rate in the borough taken into account when the school undertakes financial planning?
 A: Yes, however, our numbers are healthy. We will get notification about our numbers very soon.
- 5.5 The Governing Body (GB) **approved** the Q3 budget monitoring report, which the Chair signed.
The SBM left the meeting at this stage
- 5.6 The HT answered questions posed prior to the meeting by Governors.
 Q: Can you remind us of the procedure of the white slip?
 A: A white slip can be issued for persistently poor low-level behaviour or for more serious one of incidents. Before a white slip is used a teacher will use other strategies to manage behaviour e.g. warnings, visual and verbal, talking to the child about their choices and general classroom management strategies. When a white slip is issued it means the child will spend time reflecting on their behaviour during break times and the incident is recorded on the My Concerns system so behaviour incidents can be tracked. There is no set rule about what behaviour warrants a white slip. Staff are expected to use their professional judgement when deciding whether an incident requires a white slip.
- 5.7 It was noted that the majority of white slips issued had been for 1 individual that had now left the school. Governors agreed that it was good to allow children time to reflect on their behaviour. Governors queried a part of the behaviour policy that stated children may be asked to face the wall during a time out. The HT explained that this was so pupils did not get distracted by their peers. It was explained that the white slip system was about children understanding about appropriate behaviour in school, as well as about recording behaviour. Overall, behaviour in school was very good, and the number of white slips issued usually came down to 1 or 2 children.
- 5.8 The HT reported that Pupil Premium (PP) students were encouraged to join school clubs.
- 5.9 Q: What specific interventions do we have for SEND and EAL children?
 A: The generic interventions we run e.g. First Class Number, Inference Training and not always suitable for children who have specific learning difficulties. We don't always initially know what a child's barrier to learning is, so we go through a process of trying to establish what these are and then look to provide child specific support. The HLTA runs EAL interventions in the afternoons and supports children with EAL in year 3 in the morning.
- 5.10 It was reported that SATs practice helped children to get used to test environments. The GB discussed SATs, how they were presented to children, and how the school could operate within the SATs system.
 Q: What additional support for children is available for children so that they are better resourced to deal with the reoccurring testing situation that they are faced with in secondary school?
 A: Children are supported throughout their time in primary school by creating a low-key approach to tests. We prepare children for SATs by providing them with sensible amounts of time to practise so they are familiar with the process and are careful not to turn exams into a terrible thing for them to fear. Governors were broadly happy with the approach of the school towards exams.

- 5.11 Q: Is there a consistent message from teachers?
A: This year, there is more consistency between what the HT's message is and what the teachers' message is. This is a result of a cultural change within the school.
Governors were of the view that the school felt different to how it did 6-7 years ago; it was in a good place, with no systemic issues and that the school provided strong pastoral support for pupils.

- 5.12 It was noted that the curriculum map was for Curriculum Link Governors to look at with their respective Subject Leads and to then feedback to the GB.

6. ITEMS FOR THE NEXT AGENDA

- 6.1 Governors were asked to send any items to the Vice Chair/Clerk for inclusion on the next agenda.

7. DATE AND TIME OF NEXT MEETING

- 7.1 The next meeting was scheduled for 26th February 2020, at 6:30pm.

8. ANY OTHER BUSINESS

- 8.1 AJ reported on the Turkish Parents Consultation Report, undertaken as directed by the BAME subgroup). AJ had met with 8 parents in December. The questions put to them were based on HEP's BAME review. AJ reported that a large part of the consultation was regarding home/school communication. There was an issue regarding language – of those in attendance, only 1 parent could understand English, and Governors were informed that many families needed information translated; many relied on word of mouth, and would rely on an interpreter at parents' evenings.
- 8.2 AJ stated that many of the parents had no knowledge of the curriculum or learning areas. They knew about examinations, but had little or no awareness of what KS1/KS2 entailed. The parents discussed the differences between education in the UK and in their home countries. Some parents were confused about why the children did not get homework, and were unable to understand their children with work when they tried to help them. Parents did state that they felt their culture was represented at the school, but gave no examples of what this looked like. The parents did not have an understanding of the school's behaviour policy.
- 8.3 Governors felt it was important to ensure that misinformation/communication was corrected. It was reported that families wanted a bridge with the school, such as a family support worker, rather than just a translator.
- 8.4 The HT stated that a Turkish club, run by the Turkish Consulate would begin the following week, to teach Turkish children the language. The school is seeking to recruit a new Turkish-speaking TA (starting in September) would be a link with all EAL children at the school, and would run a homework club for Turkish children. The school's newsletter had been redesigned so that it could be easily translated, and 2 newsletters in the Turkish language had now gone out. Workshops for parents were to take place to talk about the curriculum, behaviour, etc., and to introduce them to staff.
- 8.5 Governors thanked AJ for her work on the consultation, and the HT for the resulting changes that had been made. It was suggested that a communication should go out to Turkish families, so that they were aware of the changes that were taking place.
- 8.6 OC visited the school the previous week, as part of his Healthy Living Link Governor role, which he would do once a quarter. OC stated his confidence in how the school was delivering its Healthy Living programme. On his next visit, he would meet with the school's sports specialist. A written report would come to a future meeting.
- 8.7 It was noted that the school website needed updating. There was now 1 co-opted vacancy on the GB, with a further 2 Governors' terms finishing later this year. Governors were asked to look within their networks for any suitable Governor candidates.

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

SIGNED

G Jones

~~VICE~~ CHAIR OF THE GOVERNING BODY

DATE

25/9/20