



Campsbourne Primary School
MINUTES OF THE GOVERNING BODY MEETING
Held 23rd September 2020, 6pm (conference call/virtual meeting)

Membership:

Position	Name	Initial	Term End Date
LA Governor	James Langley	JL	04/12/2021
Parent Governors	Jude Fransman	JF	23/11/2023
	Gladys Merceron	GM	20/11/2022
Staff Governor	*Jade Springer Best	JSB	06/10/2023
Co-opted Governors	James Barten	JB	07/12/2020
	Eleanor Jones <i>Chair</i>	EJ	18/09/2022
	Brij Sharma <i>Vice Chair</i>	BS	13/09/2021
	Owen Cheshire	OC	11/12/2022
	Anita Jakhu	AJ	22/09/2024
	Alex Heywood	AH	22/09/2024
Headteacher	Jonathan Smith	HT	<i>Ex officio</i>

*Asterisk denotes absence

Also in attendance: Felicity Baird, *Clerk to Governing Body (Haringey Education Partnership)*

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 There being a quorum, EJ took the Chair. It was confirmed that the Governing Body (GB) would continue in the form of online meetings until the public health advice changed. Governors were reminded that they could still book a visit to the school with the Headteacher, should they wish.
- 1.2 JSB was on maternity leave. There were no apologies for absence.

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

- 2.1 No declarations were made.

3. GOVERNING BODY ADMINISTRATION

- 3.1 The GB unanimously voted for EJ to continue in post as GB Chair for a further academic year.
- 3.2 The GB unanimously voted for BS to continue in post as GB Vice Chair for a further academic year.
- 3.3 The Chair proposed that the 2 Associate Members be co-opted as full members of the GB. The GB unanimously supported this proposal. AJ and AH began their term as co-opted members of the GB.
- 3.4 It was agreed that the school's scheme of delegation would be circulated after the meeting and agreed at a future GB meeting.

Action: circulate scheme of delegation to GB.

4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

- 4.1 The Minutes of the previous meeting held on 8 July 2020 were **approved**.
- 4.2 It was noted that a finance governor was required, and that the school was due to have a routine financial audit in February. AH, the Headteacher and JB were to meet to discuss the finance governor role.

5. CHAIR'S ITEMS

- 5.1 The GB enquired about the uptake of school meals this term. The Head explained that from the second week of term, pupils were enjoying food and that the quality of the ingredients and meals produced were high. The GB agreed that the school should continue to use Chefs in Schools. The Head confirmed that there had not been a significant increase in the number of Free School Meals (FSM) since the start of the Covid-19 pandemic. The GB asked if the school meals were halal, which the Head confirmed they were. The Head explained that although vegan options were not on offer, vegetarian food options were available, along with catering for those with known special dietary requirements.
- 5.2 It was noted that a co-opted governor vacancy remained. Governors wanted an education specialist to join it, and was mindful of the diversity of the GB membership, and noted that it would be good to have representation from the Turkish/Kurdish community. The Chair asked all to send her any updates on possible candidates.
- 5.3 It was noted that the Chair and Head would discuss the link governor requirements for the school. The health & safety governor's remit would include covid-related matters.
- 5.4 The Chair said she would write in the school newsletter regarding the appointment of associate governors.

6. HEADTEACHER'S ITEMS

- 6.1 The Head said that health and safety governor training was available for governors to undertake.
- 6.2 The Head sought the GB's approval on continuing with offering a reduced rate for the school's swimming instructor. The GB was in support of continuing to offer a reduced rate; it was a great deal for the school. The Head explained that pupils may need to start to use the eco room as a changing room later in the term. The Head had spoken with the Chair of Home School Association (HSA) regarding funding for a possible project to increase the size of the swimming pool changing rooms and would feedback when a decision had been made.
- 6.3 The Head sought the GB's view on whether the Farmers' Market should continue to receive reduced rates for stalls. It was noted that the market was almost back to pre-covid customer numbers, and that it had been reported that many stall holders and customers were adhering less to social distancing measures and/or not wearing a face covering. The GB agreed it was difficult to know with certainty whether the numbers of customers had returned to normal, and that the present situation regarding covid was a changing one. It was agreed that the market should be reviewed every 2 months, the school should ask that stall holders are reminded about adhering to covid-19 public health guidance. It was also noted that the market would be reminded that no children should be using the school's play equipment whilst the market was open.
- 6.4 The following injuries were reported:
A Y1 teacher damaged their ankle ligaments, was on leave and cover was being provided.
A child knocked into another child whilst playing basketball and had to attend hospital.
A child had bumped their head and received first aid at school. Although an email had been sent to the child's parents, this was not picked up, so when they came to collect their child, they were unaware the child had bumped their head. As a result, the school was reviewing the first aid policy and processes to tighten up procedures for notifying parents if a child is injured at school.
- 6.5 The Head informed the GB that the 3-year plan was coming to an end and a new one needed redrafted. It was agreed that the Head would write an initial draft to bring to the next GB meeting for discussion.

Action: HT to bring draft of new 3-year plan to next GB meeting.

- 6.6 The Head reported that pupil numbers were overall positive. The school was full in Reception and Y1. Attendance was reported as the following:
Infants: 96% in week 1; 95.6% in week 2
Juniors: 97.5% in week 1; 94% in week 2.

7. COVID RESPONSE / CONTINGENCY PLANNING

- 7.1 The GB discussed the school's covid response. It was noted that there had been some challenges at pick up/drop off times, as parents did not always adhere to the 2m distancing, and changes to who collected children were not always been communicated through the proper channels. The Chair suggested the school remind parents in the newsletter of the process of collecting/dropping off children, and how to confirm alternative people to collect children.
- 7.2 The Head reported the process that took place for children who were late to be collected from school. The GB was in agreement that a discretionary fine should be imposed for those families who regularly did not pick up their child(ren) on time from school.
- 7.3 The Head proposed a change to the way PPE cover was arranged. It was suggested that classes were split to half the risk of a cover teacher being in a bubble that had to quarantine, which should help to reduce disruption to PPE cover. The GB approved this action.
- 7.4 The GB enquired about the numbers of children that were currently self-isolating. The Head reported that currently, 1 class was isolating, along with the sibling of a child that had tested positive for Covid. A small number of others had been asked by outside agencies (NHS, the test/trace system) to self-isolate. The Head explained that those children self isolating would receive a printed pack of work to complete at home, and noted that individuals self isolating would receive different work to whole classes plus their teacher self isolating. If a whole class and their teacher was self isolating, pupils would receive pre-recorded interviews where teachers share learning, in addition to zoom meetings. Teachers had been given mobile phones to maintain contact with their class.
- 7.5 The GB asked for an update regarding school finances in relation to covid and was informed that this information would come to the next GB meeting, where the school business manager would be in attendance to give a detailed overview of the budget.
- 8. BAME**
- 8.1 Equalities Committee
The GB heard that the Chair, AJ and the Head had met to discuss the formation of an Equalities Committee, which would be responsible for developing a formal equalities action plan. It was hoped that people from the school community could become involved (parents/carers) through a forum which would convene to receive views from families and then feedback to the Committee. It was reported that AJ and the Chair would meet to move the work forward.
- 8.2 Black Curriculum meeting feedback
The Chair informed the GB that she and AJ had met with 1 person from The Black Curriculum organisation, and the Lead Practitioner, to look through the school's curriculum documentation, and had received some suggestions for improvement. It was noted that work to improve the curriculum was the focus for 2021-22, as the school focus for this year continued to be the Sounds Write programme.
- 8.3 The Chair noted that although there had been a significant focus on BAME people this year, the Equalities Committee remit would also include SEND, gender equality, LGBTQ+ people.
- 8.4 It was confirmed that the HSA has been asked to cover the cost of the meeting with The Black Curriculum, the cost of books for various subjects and those with BAME characters, the swimming pool cover, and IT kit for Y1 and Reception. The GB was concerned that some matters should be covered via government funding. However following discussion, it was agreed that it was justifiable this year, following all the challenges the school has faced, to ask the HSA for assistance.
- 9. HEALTH & SAFETY**
- 9.1 None.
- 10. GOVERNOR TRAINING**
- 10.1 It was noted that JL and the Chair were signed up to undertake Safer Recruitment training in November.



10.2 It was hoped that HEP would deliver whole-GB training on unconscious bias before the end of term.

10.3 It was agreed that GB members should refresh their safeguarding training and that the Head would circulate this training to all.

Action: Circulate safeguarding training (Head).

11. ITEMS FOR THE NEXT AGENDA

11.1 Pay Committee (under P2).

12. DATE AND TIME OF NEXT MEETING

12.1 It was confirmed that the next meeting would take place on: 21st October at 6pm, via Zoom.

There being no further Part 1 business, this section of the meeting closed.

ACTION LIST

ITEM	ACTION	ASSIGNED TO
3.4	Circulate Scheme of Delegation to GB	Clerk
6.5	Bring 3-year plan draft to October GB meeting	Head
10.3	Circulate governor safeguarding training	Head

SIGNED



ELEANOR JONES, CHAIR OF THE GOVERNING BODY

DATE

11 / 11 / 20