



Campsbourne Primary School
MINUTES OF THE GOVERNING BODY MEETING
Held 21st October 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 <i>until 7pm</i>	AJ	22/09/2024
	Alex Heywood <i>until 7:30pm</i>	AH	22/09/2024
Headteacher	Jonathan Smith	HT	<i>Ex officio</i>

*Asterisk denotes absence

Also in attendance: Natasha Crabbe (NC) (*EYFS Lead, standing in for JSB*); Ayça Onkal (AO) *Prospective Associate Governor – observing*; Felicity Baird (FB), *Clerk to Governing Body (Haringey Education Partnership)*

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 There being a quorum, EJ took the Chair. Members of the Governing Body introduced themselves for the benefit of the new attendees.
- 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. MINUTES OF THE PREVIOUS MEETING (23 September 2020); MATTERS ARISING

- 3.1 The Minutes were approved as an accurate record.
- 3.2 It was noted that the scheme of delegation was included in the finance folder on the Governor Hub online platform. The 3-year plan was included on the meeting's agenda. The Governor safeguarding training links had been circulated to all and Governors were asked to repeat the safeguarding training.

4. CHAIR'S ITEMS

- 4.1 New Associate Governors
AO introduced herself to the Governing Body (GB). She had a child at the school, and had come to London from Turkey. The Chair informed Governors AO had been helping to translate school information for Turkish/Kurdish families. The GB welcomed AO.
- 4.2 The Chair noted that the GB was looking at how it could improve the representation of families at Campsbourne. A letter from the Campsbourne Black Families Network and the response from the Head and the Governors was available for all to read on Governor Hub.
- 4.3 Link Governor Roles

A paper detailing the Link Governor roles had been circulated. It was noted that some areas, such as the School Council were not covered as it had not met this term.

- 4.4 **Governors queried** a petition regarding school dinners. The Chair said that the school was fulfilling its duty to serve nutritious and filling meals. The GB discussed school meals.

4.5 Governor Communications

It was noted that photos of the Governing Body were displayed in the hall outside the reception areas, and it was suggested that photos and a biography of each Governor could also be displayed on the website for transparency about GB membership; this was agreed.

Action: All

5. HEADTEACHER'S ITEMS

- 5.1 The Head's report had been circulated prior to the meeting.
- 5.2 **Governors queried** if there had been an uptake in Free School Meals (FSM) due to changes in eligibility. The Head said there had been no increase, and information regarding FSM had been included in the newsletter. The FSM information would be reposted to the newsletter.
- 5.3 The 2021/22 term dates were reviewed and **agreed**.
- 5.4 The 2021/23 draft plan had been circulated to the GB. The Head clarified that focus had been placed on the plans for Pupil Premium pupils, with emphasis on creating realistic aims. Governors were asked to feed back any comments to the Head. The plan would be circulated to staff, before coming back to the GB for final approval.
- 5.5 Update to the Home Learning Plan: Y6 were undertaking home learning. Children were receiving videos (reading, writing, maths), in addition to a Zoom meeting each day at 3pm, giving the children the opportunity to ask questions. There had been no feedback from parents. Laptops had been sent to those families that needed them.

6. COVID RESPONSE/CONTINGENCY PLANNING

- 6.1 Additional Covid-19 funding had been used to narrow the gap between pupils. A Y1 teacher's maternity leave cover was being retained for the remainder of the academic year, using the additional funding, to run interventions. Focus would be on Y1, 2, 3 & 6, as the curriculum in these year groups had been very specific. Initial anecdotal evidence had revealed that younger year groups had been the most impacted by the lockdown.
- 6.2 **Governors queried** if the school had an emotional support assistant, and were informed that although it did not there were several other support workers in place, as well as a play therapist.

7. EQUALITIES

- 7.1 The Chair noted that Governors and the Head had responded to the Campsbourne Black Families Network. More time would be devoted to equalities issues through an Equalities Working Group. The Head, Chair and AJ were looking at terms of reference for the group, and ways in which the school could work with The Black Curriculum organisation. The Chair explained that the aim was to encompass the whole school into this work. It was noted that communication to families could be improved, so that all were aware of the amount of work going on behind the scenes.

8. HEALTH & SAFETY

8.1 H&S Termly Report

A small update had been made to the First Aid Policy as a result of an incident. The policy now directed that parents would be phoned by the school whenever a child had bumped their head – regardless of how light the bump was. The GB endorsed the update. The school was broadly on track addressing the actions within the H&S report.

8.2 Fire Risk Assessment Report
An additional fire safety visit had been carried out to look at areas of the school not covered in the initial visit, and the Fire Report had been updated as a result. The school was working its way through the actions.

8.3 It was noted that the Chair would undertake H&S training.

9. **POLICIES**

9.1 The GB reviewed the following policies that had been circulated in advance of the meeting:

Family Friendly Policy
Finance Policy
FMSIS Best Value Statement
Governor Code of Conduct
Redeployment and Redundancy Procedures for Schools
Scheme of Delegation
Staff Wellbeing Policy
Statutory Policy - Allegations Against Staff
Statutory Policy - Disciplinary Procedure and Code of Conduct
Statutory Policy - Newly Qualified Teachers Policy
Statutory Policy - Statement of Behaviour Principles
Statutory Policy - Support Staff Capability Policy
Statutory Policy - Teacher Appraisal Policy
Statutory Policy - Teachers Capability Policy
Statutory Policy - Behaviour Policy
Stress and Mental Health Policy
Acceptable Use Policy (KS1)
Acceptable Use Policy (KS2)
Acceptable Use Policy (Parents)
Acceptable Use Policy (Staff / Governors / Volunteers)
Collective Worship and Assembly Policy
Fire Safety Management Policy
Governor Monitoring Visits
Pupil Premium Policy
Complaints Policy
First Aid Medicine Policy
Statutory Policy - Safeguarding and CP Policy

9.2 The GB **approved** all policies, with the exception of the Complaints Policy.

9.3 It was agreed that the Vice Chair would create an executive summary for the Complaints policy, and that the policy would be redrafted and brought to the next meeting.

Action: Head, Vice Chair

9.4 The GB agreed it should undertake whole-GB safeguarding Governor training.

10. **ITEMS FOR THE NEXT AGENDA**

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

11.1 6pm, 18th November 2020.

12. **ANY OTHER BUSINESS**

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

ACTION LIST

ITEM	ACTION	ASSIGNED TO
4.5	Write biography & provide headshot for website & send to Head	All
9.3	Write an executive summary for Complaints Policy	Vice Chair
9.3	Bring updated Complaints Policy to November meeting	Head

SIGNED



ELEANOR JONES, CHAIR OF THE GOVERNING BODY

DATE

25.11.20