

Campsbourne Primary School
MINUTES OF THE GOVERNING BODY MEETING

Held 18th November 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 <i>until 7:30pm</i>	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>
Associate Governor	Ayça Onkal	AO	17/11/2024

*Asterisk denotes absence

Also in attendance: Natasha Crabbe (NC) *EYFS Lead (standing in for JSB on maternity leave)*; Ayça Onkal (AO) *Prospective Associate Governor – observing*; Elizabeth Rarieya (ER) *School Business Manager*; 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.
- 1.2 JSB was on maternity leave. There were no apologies for absence.
- 1.3 AO was welcomed to her first meeting as new Associate Governor.

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 (21 October 2020); MATTERS ARISING

- 3.1 The Minutes were approved as an accurate record.
- 3.2 Governors were asked to send their completed biographies to the Headteacher so they could be uploaded to the website.

Action: All

4. REVISED BUDGET

- 4.1 The School Business Manager (SBM) attended to report on the budget, which had been circulated with the meeting papers. The SBM welcomed questions.
- Governors queried if there was any follow up on the suggestion to investigate the government's central risk protection arrangement as a potential way to reduce insurance costs and if the school purchased insurance. The SBM explained that the school bought into the Haringey LA insurance, which most schools did, and said that it was comprehensive. It was noted that Haringey LA bought into the pan-London insurance offer. The SBM agreed to look into the guidance on the risk protection arrangement for schools and compare it to the one used by the school.

- 4.2 The SBM reported the school had claimed £31k for its Covid related costs and had received £36k from the Schools Forum. £7k had been received for the Covid-19 catch up fund.
- 4.3 It was noted that approximately 70 children were currently attending the after-school club. Governors queried if this was a significantly lower amount and were informed that reasons for the lower numbers were not known but were likely due to the pandemic and second lockdown.
- 4.4 The SBM noted that the Head had highlighted other risks to the school included families moving out of the area, school staff pay increases, and the increasing number of children with EHCPs. Additional funding had been received by the school for SEN children, however this was used to support 2 children. Many schools were experiencing similar challenges. The Head reported that Catherine West MP had agreed to meet with him to discuss school finances and that he would feedback on this meeting. The GB thanked the SBM for her work.
- 4.5 The Governing Body **approved** the revised budget and the Q2 accounts.

The SBM left the meeting at this stage.

5. CHAIR'S ITEMS

- 5.1 The Chair raised the matter of parent voluntary contributions, noting that many local schools were asking for voluntary contributions, if families could afford it. She said that if Campsbourne was to follow this route, it should be done in a sensitive way, noting that Campsbourne had a mixed demographic of families and that there were a number of families that would not be able to afford to contribute.
- 5.2 Governors queried and discussed what the potential money raised from voluntary contributions could be spent on. Other schools had asked for voluntary contributions to go via their HSA-equivalent, so that any funds could have gift aid added. Any funds raised could not be used for core staffing, but could be spent for optional extras, such as forest school, or swimming.
- 5.3 The GB discussed budgetary constraints and to what extent the school was facing challenges due to the pandemic or whether they were more long term problems. It was noted that there was increasing pressure on staff, and the school was undertaking its work with annually reducing resources. Governors were in agreement that if the school was to ask for voluntary contributions, that the funds raised should not be spent on core business. It was **agreed** that the Chair and Head would discuss the matter and feedback to the GB.

Action: Chair / Head

- 5.4 A Governor informed the GB that some Turkish families had not received the message regarding parent's evening, or were not able to access it due to technology problems, and asked what teachers did if a parent did not sign up for parent's evening. The Head explained that teachers did chase parents that had not signed up, but that they had a limited amount of time in which to do this. Teachers gave the Head details of those families that they had not met with. The school office had been asked to purchase 5 additional mobile phones, so that parents could more easily be contacted, and teachers would not have to share a phone.
- 5.5 The GB discussed the challenge of communication when parents were not able to speak English. There were no translators available to the school, and other parents were relied upon to translate. It was noted that when parent's evening meetings took place via a translator, this would result in the meeting stretching longer than 10 minutes and that teachers should be mindful of this. It was suggested that the newsletter could include a paragraph giving key notes of relevant discussions the GB had in its meetings. The Chair would consider this as part of her overall review of communications.

6. HEADTEACHER'S ITEMS

6.1 Attainment Report

The Head reported that children of all abilities had slipped backwards. The key significant group was children with English as an Additional Language (EAL), who had slipped back further than non-EAL children. It was noted that it would take a long time to get the children back to the level they had been at. The school was doing everything it could with the resources available to it. Dual language books had been ordered in English/Turkish. The SLT agreed that an EAL homework club would be set up and those families it was thought would benefit most from it would be contacted. 3 members of staff (one per bubble) would run a homework club. It was hoped that ESOL classes would soon be up and running on a regular basis. Interventions were taking place to enable children to get back on track. Data would be presented to the Governing Body as the year progressed, and would vary as the children settled back in.

- 6.2 NC stated that the ability of children also depended on the levels of support they received at home during lockdown. Governors asked about the implications on behaviour and were informed that some children who had previously had difficulties had struggled a bit more once they had returned to school. Teachers in year 1 were being asked to identify children with possible SEN needs which may have been missed in Reception due to the school closure. The staffing levels over lunchtimes were to be reviewed; because many of the children had staff assigned to them, meaning that the numbers of remaining staff may need to be increased.

6.3 Behaviour Report

Overall, general behaviour was good in the school. Children with repeated challenging/negative behaviour would have this recorded in a diary rather than using the white slip system.

- 6.4 The GB discussed 2 racist incidents between children at the school. Issues were addressed through education, and by teachers addressing any matters.

6.5 Pupil Progress Report

The pupil progress report was shared with Governors to show how children that may have a particular disadvantage were identified and what actions were taken. The HT said that time was dedicated to those that most required it (Pupil Premium, SEN, key ethnic groups, and provision for EAL groups). It was noted that some groups overlapped, and that other concerns were reviewed regarding children that hadn't been pre-identified.

- 6.6 Governors asked about the worry workshop and were informed that the data had not yet been received. The school was looking at the Boxall assessment that looked at children's emotional wellbeing. Anecdotal feedback from children was positive. Governors enquired if children fed back on the interventions, or whether there was scope for this. The Head said that children were not formally asked to give their feedback, but that it was something the school could look at doing. When data was received, children could be asked their thoughts.

- 6.7 Governors asked at what point the school informed parents about interventions taking place. The Head reported that parents were given an update at parents' evenings. Consideration had been given to informing parents prior to interventions taking place, but that logistically this would have been difficult to do on such a scale, and would take teaching time away from children. For interventions for social/emotional needs, such as play therapy, the school contacted parents before to get parental approval. It was noted that parents had the right to opt their children out of interventions, but that parents should make these sorts of decisions carefully.

6.8 School Building Works

The LA was proposing to create a new reception space at the school. The work was being driven by Heritage England, as the school was in a conservation area. An entrance door would be added to the current art room, which would move to what was now the school office. The school windows had to be refurbished rather than replaced. Boilers were to be replaced. The work was expected to take place during the summer holidays and it was hoped that at most only 1 or 2 classes would be required to temporarily move if any work did spill over into term time.

7. **SAFEGUARDING CPD**

7.1 Governors were reminded to undertake the training modules that were linked to on Governor Hub.

8. COVID RESPONSE/CONTINGENCY PLANNING

8.1 None.

9. EQUALITIES

9.1 The terms of reference for the newly formed committee had been circulated. The Vice Chair had sent in some comments which were to be incorporated into the document.

9.2 The Chair asked if Governors were happy to agree in principle for the committee to be created and that the terms of reference would be amended to reflect the Vice Chair's suggestions. The Head, Chair and AJ were to meet to draft an action plan. It was agreed that the committee should include parent representation via the Parent Governor JF, and Associate Governor AO. Governors were welcomed to join the committee, and it was noted that Governors could join in particular meetings if items of interest to them were to be discussed.

10. HEALTH & SAFETY

10. None.

11. POLICIES

11.1 The GB discussed the complaints policy and additional documents to be joined to it. It was **agreed** that the Head would email the policy and accompanying documents to Julie Amory at Haringey HR Service for her comment and that it would be brought back to a future meeting.

Action: Head

11.2 The following policies were **approved**:
Equality & Diversity in Employment
Safer Recruitment
School Emergency Plan (following an amendment to bring the actions from page 14 to the front of the document)

Action: Head

Accessibility (following updates arising from AJ's comments. It was agreed that the school would review the statutory position regarding website accessibility)

Action: Head

11.3 The following policies were **deleted**:
Critical Incident Plan (replaced by School Emergency Plan)
Public Sector Equality Duty & Objectives

11.4 It was agreed to defer approval of the Equality Information & Objectives until the objectives were determined by the Equalities Committee.

Action: Head/Chair of Equalities Committee

11.5 It was agreed that the Chair, AO and GM would liaise to contribute to the Sustainability Policy & Objectives policy before it was brought back to the GB for approval.

Action: Chair/AO, GM.

12. ITEMS FOR NEXT AGENDA

12.1 To be confirmed.

13. DATE AND TIME OF NEXT MEETING

13.1 It was noted that the next meeting, on 9th December 2020 at 6pm would be for the GB to convene at the Pay Committee to approve the Headteacher's appraisal recommendations. The next ordinary meeting of the Governing Body would take place in January 2021.

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

11.1	Chair/AD/AM to meet to add to the Sustainability Policy & Objectives	Chair/AD/AM
11.2	Information & Objectives policy	Equality
11.3	Equalities Committee to determine objectives for inclusion in Equality	Head/Chair of
11.4	Review school's statutory position regarding website accessibility	Head
11.5	Approved School Emergency Plan (bring actions on p.14 to front of doc	Head
11.6	Service	Head
11.7	Head to send complaints policy and additional documents to Haringey HR	Head
11.8	Chair/Head to meet to discuss voluntary parent contributions	Chair/Head
11.9	upload to website	Chair/Head
11.10	Governor to send completed responses to the Head so they can be	All

ELEANOR JONES, CHAIR OF THE GOVERNING BODY

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Signed

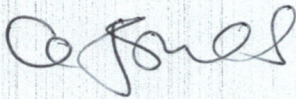
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Date

ACTION LIST

ITEM	ACTION	ASSIGNED TO
3.2	Governors to send completed biographies to the Head so they can be uploaded to website	All
5.3	Chair/Head to meet to discuss voluntary parent contributions	Chair/Head
11.1	Head to send complaints policy and additional documents to Haringey HR Service	Head
11.2a	Amend School Emergency Plan (bring actions on p.14 to front of doc	Head
11.2b	Review school's statutory position regarding website accessibility	Head
11.4	Equalities Committee to determine objectives for inclusion in Equality Information & Objectives policy	Head/Chair of Equalities
11.5	Chair/GM/AO to meet to add to the Sustainability Policy & Objectives.	Chair/AO/GM

SIGNED



ELEANOR JONES, CHAIR OF THE GOVERNING BODY

DATE

5/2/21