



Campsbourne Primary School
MINUTES OF THE GOVERNING BODY MEETING

Held 20th January 2021, 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 7:45pm</i> | JF | 23/11/2023 |
| | Gladys Merceron | GM | 20/11/2022 |
| Staff Governor | *Jade Springer Best | JSB | 06/10/2023 |
| Co-opted Governors | | | |
| | 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 Governors | Ayça Onkal | AO | 17/11/2024 |
| | *Natasha Crabbe | NC | 17/11/2024 |

*Asterisk denotes absence

Also in attendance: 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.

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 (18 November 2020); MATTERS ARISING

3.1 The Minutes of the November 2020 meeting were approved as an accurate record. The Minutes of the December 2020 meeting were approved as an accurate record following a change at 2.4 of 'EAL children' to 'EAL parents'.

3.2 [Action 3.2] Governors were reminded to complete their biographies for the website and send to the Headteacher, if they had not already done so.

3.3 [Action 5.3] The Chair and Head were still to meet to discuss voluntary parent contributions.

3.4 [Action 11.1] The Head was to send the school's complaints policy and additional equalities information to Haringey HR Service for advice.

3.5 [Action 11.2a] The action to amend the school emergency plan to bring actions on p.14 to the front of the document was **carried forward**.

Action: Head to bring actions on p.14 to the front of the document

- 3.6 [Action 11.2b & 11.4] OC reported that he had carried out further research and confirmed the school was not breaking any regulations regarding the accessibility of the website. However, Governors advised that the website could be made more accessible in the future, and this matter could be looked at via adding it to the equalities action plan under communications. It was further agreed that website accessibility could be looked at by the new Equalities Committee.

Action: Head to add 'website accessibility' to Equalities Action Plan

Action: Equalities Committee to look at website accessibility

4. CHAIR'S ITEMS

- 5.1 The Chair suggested that whilst the GB continue to carry out its challenge function, there was a need for it to be supportive of the school's leadership during the pandemic. The Chair stated that the GB carried out its role of critical friend very well, and to be more supportive of the school's leadership during the pandemic did not present a conflict. The Chair said she was in regular contact with the Head and understood the difficulties he and the staff were facing. The Vice Chair agreed, noting that the school was operating in extraordinarily challenging times and there was a need for a pragmatic approach for the GB; to act supportively whilst ensuring that all was as it should be at the school. The Governing Body was in agreement.
- 5.2 Governors were encouraged to undertake Prevent training which was due to take place soon.
- 5.3 Feedback / Skills Audit
The Chair thanked those that had completed their skills audit. As part of the Chair's training, she was required to complete an action plan which would be circulated to all when finalised. The plan was to focus on how the GB could become more cohesive and it was suggested that a mentoring/buddy system could be set up, to enable Governors to further discuss matters raised in meetings. Governors were asked to suggest any related ideas on Governor Hub.
- 5.4 Skills Audit
It was noted that, generally, the GB had a well-rounded membership that possessed many of the required skills required. However, improvements could be made on knowledge of school HR, health and safety, and communications. It was noted that it would be useful to have a further non-Campsbourne parent Governor amongst its number, as well as looking to increase diversity and having a GB that reflected the school community. OC and JF both volunteered to look further at GB recruitment.
- 5.5 Governor Visits
It was noted that visits had not been able to take place for a considerable amount of time due to the pandemic. The Chair asked Governors to refer to the Link Governor role document and liaise with their linked teacher either directly or via the Head.

Action: Governors to liaise with their link teacher

6. HEADTEACHER'S ITEMS

- 6.1 Assessment Data
The Head explained that data would be affected by the current lockdown imposed on schools. However, numbers were consistent across most year groups. It is hoped that those pupils at/above Age Related Expectation (ARE) who may have slipped back recover quite quickly once they are back in school. Those pupils that were below ARE or who had needed additional support to be at expectations may be much further behind with the gap between those meeting ARE and those not widening. The school was to track those pupils not meeting ARE in more detail.
- 6.2 Catch-up Planning
The Head was to meet with the SLT next week to look at data and formulate a plan ready for when the lockdown finished.
- 6.3 Governors asked what could be done to support those children not meeting ARE who were accessing their learning in the school, and what could be done for those not meeting ARE who were accessing learning at

home. The Head said that the pupils on site were being taught by a teacher/high-level teaching assistant (HLTA), but there currently wasn't the capacity to undertake any interventions. The school was looking into a teaching assistant (TA) carrying out 121 speech/language sessions online for those children at home. The main focus of the school was for the children to be able to access learning. In response to Governors' queries regarding assessment of those children working from home, the Head explained that children were able to upload work they had completed and that teachers should be giving feedback. The Head noted that feedback from a recent Networked Learning Community (NLC) meeting discussed how some schools were doing feedback to mini groups of children via zoom and said that teachers could give more detailed feedback to pupils this way.

- 6.4 The Head informed the GB that an online library for KS2 would be rolled out the following week, with books written specifically for the programme and links to accelerated reader. This would ensure that those children without access to books at home they would be able to access reading. It was hoped that this would help support those with English as an additional language (EAL) and lower attaining learners to maintain their engagement.
- 6.5 Governors queried what the feedback from parents had been during this period. The Head reported that feedback had been, on the whole, positive. There had been some questions about live lessons, although unions and other bodies had now recognised that this was not the 'gold standard' and not easy for all. The flexibility of being able to access pre-recorded lessons at times to suit individual families/those with a number of children sharing devices in different year groups could sometimes be the better option. The Head said there needed to be a system that supported parents with home learning, and that each family's situation was different. Children at the school now had daily zooms with children in Reception having two zoom meetings with their teachers a week.
- 6.6 Governors discussed the need for a parent survey to garner more feedback from families. It was **agreed** that the Head would share a survey used by a neighbouring school for the GB to amend ahead of circulating. Governors discussed how a survey could be circulated, noting that sending it only online could result in a skewed result as some would not respond.

Action: Head to circulate parent survey from St Marys to Governors

- 6.7 Governors asked if the school could look into undertaking interventions for Turkish children, along the lines of the proposed EAL homework club, which had been due to begin before lockdown commenced. It was noted that more significant interventions were required with this cohort. The Head said that he would discuss the matter with the relevant staff.

Action: Head to look into feasibility of online EAL homework club/intervention provision for Turkish children.

7. RISK MANAGEMENT & SAFEGUARDING

- 7.1 The risk assessment had been endorsed by Unison and circulated to all staff. There had been a reduction in class size to a maximum number of 15 and staff were required to wear face masks/visors when walking around the building. Staff had reported they felt safe, and there had been no comments regarding the risk assessment.
- 7.2 Additional laptops had been received from the DfE and were to be sent out to families the following day. All families eligible had been able to take up the free data offer, and all those eligible now had received a laptop.
- 7.3 Catch-up Planning
The school had used autumn data to put interventions in place so that these were ready to begin once all were able to return to school. The Head had looked at the government's tutoring programme and contacted a provider to get further information. It was noted that tutoring could take place in the summer term and at the start of the following academic year. The programme involved tutors working in small groups (1-3 children).

7.4 The Head and School Business Manager were to meet to review the budget. The Head explained to the GB that a strategic decision would be required about whether Governors wanted to use the budget surplus for additional staff on a temporary basis to get children back on track by the end of 2022. In addition, the school could look at trimming back on other expenditure to ensure that the school had the teaching staff available to teach pupils and undertake interventions.

7.5 Building Works

It was reported that the LA planned to proceed with work on the heating system, including boilers, electrics, windows, brickwork, roofing and boundary fence in the summer. Conversations had also taken place regarding the reception area, and moving the art room, which would remove the safeguarding issue being able to access the school site from the single gate entrance. Conversations with the LA were to continue before plans were finalised.

8. WELLBEING ACROSS THE SCHOOL COMMUNITY

8.1 Governors asked what the wellbeing of parents and guardians was like, and if any trends regarding concerns had arisen that may require longer term management. The Head explained that parents and children alike were struggling in this current lockdown, which had prompted the discussion about sending out some information to families. The Chair said she would share the daily overviews from Y1 and Y5 with the GB.

Action: Share daily overviews of Y1 & Y5 with GB

8.2 The Governors discussed the school's food policy and potentially stricter rules about packed lunches. It was noted that the lockdown had felt like the wrong time to ask parents about this, so a consultation regarding healthy food would be circulated when all returned to school.

9. ANY OTHER BUSINESS

9.1 Governors asked about Free School Meals (FSM) and were informed that all children in school at present were receiving a hot meal in school. Those children eligible for FSM out of school were being sent vouchers.

There being no further business, this section of the meeting concluded.

AO left the meeting at this stage

ACTIONS LIST

| ITEM No. | ACTION | ASSIGNED TO |
|----------|---|-------------|
| 3.5 | Amend the school emergency plan to bring actions on p.14 to the front of the document | HEAD |
| 3.6a | Add 'website accessibility' to Equalities Action Plan | HEAD |
| 3.6b | Website accessibility to be looked at by Equalities Committee | CHAIR |
| 5.5 | Governors to refer to the Link Governor role document and liaise with their linked teacher either directly or via the Head. | ALL |
| 6.6 | Circulate parent survey from St Marys to Governors | HEAD |
| 6.7 | Look into feasibility of online EAL homework club/intervention provision for Turkish children | HEAD |
| 8.1 | Share daily overviews of Y1 & Y5 with GB | CHAIR |

SIGNED



CHAIR OF THE GOVERNING BODY

DATE

12.3.21