



**Campsbourne Primary School**  
**MINUTES OF THE GOVERNING BODY MEETING**

Held 24<sup>th</sup> March 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	<i>Vacancy</i>		
	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:** Carolyn Hector (CH), *Chair of Pinner Wood School, Harrow (observing)*; Elizabeth Rarieya (ER), *School Business Manager (attended to discuss year-end figures)*; 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.

1.3 The GB was joined by CH, who was observing Part 1 of the meeting as part of NGA Chair's training, which she and the EJ were both undertaking.

**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 (25 February 2021); MATTERS ARISING**

3.1 The Minutes of 25 February 2021 were **agreed**.

3.2 [Action 5.13] It was reported that WhatsApp was now unblocked on the Head's computer and could be used for communication with Turkish families. The SLT was working out how WhatsApp could be used effectively and its use had not yet started. OC had raised issues regarding potential GDPR issues and the Chair said that it would be useful to formalise the communications policy and look at the use of WhatsApp in relation to this.

3.3 [Action 5.14: Head to add appendix to Complaints Policy to act as a procedural guide] This action was carried forward.

**Action: Head**



- 3.4 [Action7.3: School to circulate Food Policy to parents and invite feedback via email] The GB discussed the Food Policy. The Head had researched healthy eating workshops that could take place with parents. It was agreed that once the RSE consultation was complete, the school would send out the Food Policy to families for consultation (in the summer term) with the aim for the policy to be implemented from September. Following consultation with parents, the policy would come back to the GB for final review / approval. The Chair encouraged Governors to review the policy and send any comments to the Head.

#### **4. Q4 FIGURES**

- 4.1 The School Business Manager (SBM) said that the figures presented to the GB were based on payroll projections as the final payroll figures had not yet been received, however no substantial difference was expected when the school was due to close the accounts on 31 March 2021.
- 4.2 The SBM went through the income/expenditure, highlighting and explaining reasons behind variances. The covid-19 pandemic had affected several lines in the budget, as was predicted, for example additional cleaning costs (which had been reimbursed by the DfE); reduction in income from pre/post school clubs; reduction in catering income.
- 4.3 Overall, there was 3.5% surplus (an in-year surplus of £31,387k plus carry forward). There was an in-year deficit in the capital budget due to ICT work that had been undertaken, with a carry forward of £20k. The Chair noted that sensible costs savings had been made where possible. The SBM agreed to update the figures on the final draft Q4 figures and to circulate to the GB.

#### **Action: SBM**

- 4.4 Governors asked if there were any budget changes made during lockdown that the school would benefit from on a long-term basis. The GB was informed that Forest School had been brought in-house and would be covered by a Teaching Assistant (TA), resulting in a saving for the school. Some contracts such as subscriptions were renegotiated, and a small number of staffing changes were made, however overall there was no significant number of long-term changes would be made on the budget as a result of lockdown.
- 4.5 Governors asked about insurance premiums and whether any savings could be made by taking advantage of the risk pool insurance run by the government. The SBM reported that she had looked at the government scheme and compared it with the LA's. The LA's offer had wider coverage, and it was easier to work with the legal team at the LA if a claim was to be made (there would be legal costs incurred if the school moved to the government policy).
- 4.6 Governors asked about how long additional covid-related costs such as cleaning would continue for and were informed that this would continue until at least the summer term, however following this was uncertain. Although a road map out of lockdown had been widely publicised for the country as a whole, there was yet little detail available to schools and currently no guidance available.
- 4.7 NC reported that meetings had taken place with users of Tapestry and Early Excellence. A further meeting was to take place regarding another platform and NC would compile a report and make a decision about which to proceed with. NC noted that changes were to take place to EYFS from September, so part of the decision-making process would be looking at how swiftly each company made the necessary adjustments to their programs.
- 4.8 It was **agreed** that the GB would review / approve the Whistleblowing Policy at the next GB meeting in April.

#### **Action: GB**

- 4.9 The Chair said that an audit had taken place but that the draft audit report contained some inaccuracies in its current form and would be shared with the GB at its meeting in April.
- Action: Chair**



- 4.10 The Governing Body **approved** the year-end numbers, subject to the updates mentioned at the top of the meeting.

*The SBM (ER) left the meeting at this stage.*

## 5. CHAIR'S ITEMS

### 5.1 PAN Numbers / Marketing the school

The Chair reported that numbers were looking healthy for the school for the next academic year, noting that some schools, particularly within the east of the borough were struggling significantly with low pupil numbers, and said that the GB should be aware of this factor when considering the success and sustainability of the school.

- 5.2 The Chair acknowledged that the school required its website to be refreshed, however this was not an insignificant job and many factors fed into this. OC, who had a background in marketing/websites said that the website was functional and suggested it would be useful to create a virtual tour. The Head said that planning was crucial to creating a website that struck a balance between being aesthetically strong but not overly glossy, and proportionate in cost. The GB discussed the website and how the school could be marketed to families. It was **agreed** that OC and the Head would meet to discuss and put together a plan for the website update.

**Action: Head/OC**

### 5.3 Governance Action Plan

The Chair reported she had compiled a plan as a part of the NGA Chair's training which drew on the 360-feedback received, skills audit and known gaps.

- 5.4 There were a small number of Governor vacancies on the GB. It was noted that JL had notified the Chair that he was due to move out of the area, which would create a further vacancy on the GB, and require another member to replace him as Safeguarding Link Governor.

- 5.5 Several members of the GB (EJ, OC, JF) had compiled a Governor recruitment pack and a number of parents were known to be keen to join the GB, however, although the level of enthusiasm from the school community was welcomed, it was noted that a number of parents already sat on the GB and that the GB would benefit from having members that had no connection to the school. 5 people involved in local mutual aid groups had stated an interest in joining the GB and next steps would involve asking those people to put together a brief statement, from which a shortlist would be drafted. The GB was aware that during recruitment it should take what action it could to make its membership more diverse and that the recruitment process should therefore take the appropriate time to ensure that this aim was achieved.

### 5.6 Governor Appraisals

The Chair noted that the observer, CH, had undertaken Governor appraisals at her school, and that this information would be shared on Governor Hub. The Chair noted that an appraisal process may be helpful in terms of training opportunities and succession planning, however was undecided about whether to proceed with a formal process at this stage. Governors were asked to think about whether they would be interested in appraisals / would find appraisals helpful. The Vice Chair stated that the Vice Chair role was also a possible development route for those interested in it and asked those keen to find out more to get in touch.

## 6. HEADTEACHER'S ITEMS

### 6.1 3-Year Pupil Premium (PP) Plans

The Head reported that this had been reviewed recently in light of the Covid-19 pandemic and had been updated to include current measures in place. Governors referred to the breakdown of pupil groups in the PP plans, and asked if 'BAME' was a separate group where the different ethnicities were not listed. It was **agreed** to change the breakdown of pupils to list the different pupil ethnicities, as the numbers were so low, and to remove the term 'BAME'.

**Action: Head**



6.32 Governors asked about funding for the after-school provision, to ensure that each PP child attended at least 1 after school club. The GB heard that the Pastoral Manager oversaw this ongoing work and that teachers were aware of the scheme. It was noted that the school would not share information about why a child was offered a place at a club with other families and that it was the school's policy to reserve the right to retain places for some children. It was noted that providing places for PP children had not significantly impacted on the places available at the after-school clubs.

6.3 Governors discussed the 'London effect', and noted a piece of research highlighted by HEP on why London schools in particular did well. The most important drivers for higher attainment in London included parental expectations of children attending university, hours spent on homework, attendance at parents' evenings / engagement with their child's school, and personal aspirations. The Head noted the importance of engagement and that it was the school's strategy to build closer links with parents to help address issues around expectations. The Head said that next year the school would look at metacognition and growth mindset.

6.4 School Development Plan (SDP)

The Head reported that last year's SDP focus had been on the Sounds Right programme, and that this would continue to be a main focus as the pandemic had meant the programme was not properly embedded. The school was continuing to look closely at assessment. The Head was researching assessment and moderation and reading around delivery of those programmes, and noted a positive staff meeting where discussion took place on what did and didn't work with the children. The Head and Deputy were to present to staff on assessment in the coming week and would share changes made with the GB.

6.5 The school would continue to address the learning gap created by the pandemic. EAL was a big area of focus for the school and the new Turkish-speaking Teaching Assistant (TA) would run some interventions for the Turkish-speaking children. Language, reading and comprehension were further areas of focus.

6.6 The school was signed up to the Power of Women, delivered by Solace Women's Aid, a programme on positive relationships for Y5, which touched on elements of domestic violence. Mental Health and Wellbeing workshops were to be introduced to Y3 and Y5.

6.7 NC reported that in EYFS, focus had begun on early language intervention. A significant number of changes were due to come for the EYFS curriculum, initially for years 0 – 3, then Reception children. Governors asked NC if she received enough support in order to carry out her role effectively. NC stated that she had half a day away from her class to complete paperwork/additional tasks, but did not want to be entirely out of the classroom. The GB thanked NC for the significant body of work she undertook for the school.

6.8 Dunns Partnership Proposal

The Head referred the GB to the proposal uploaded to Governor Hub, and asked if there were any objections. Governors asked how it fitted in with the school's food policy, to which the Head stated that the policy was about teaching children about balance and proportionality. Governors suggested sharing the school's food policy with Dunns to ensure they were mindful of it. It was noted that the investment fee would go via the HSA. It was noted that if Dunns turned down the proposal another local business would be approached. The GB supported the partnership and had no objections.

**7. COVID-19 UPDATE** *standing item*

7.1 There was no update since the last meeting.

**8. POLICIES**

8.1 Governors were asked to review the updated version of the Food Policy and feedback to the Chair/Head, which would go to parents in the summer term.

**Action: All.**



**9. GOVERNOR VISITS** *standing item*

- 9.1 Reports from the Wellbeing Link Governor, the H&S Link Governor had been submitted. The GB were encouraged to read these.

**10. GOVERNOR TRAINING** *standing item*

- 10.1 The GB was reminded to complete safeguarding training. Unconscious bias training was due to be held for staff on 2<sup>nd</sup> September 2021, which would be open to Governors to attend. It was noted that the Governors for Schools website had free training opportunities available.

**11. EQUALITIES, DIVERSITY & INCLUSION** *standing item*

- 11.1 The draft equalities plan & terms of reference was circulated ahead of the first meeting of the Equalities, Diversity & Inclusion Committee meeting. The draft Action Plan had been uploaded. It was a live document which would be proactive in promoting equalities and diversity in the school, and address gaps and barriers. The action plan contained 10 areas of focus. The Head, Chair and AJ were to meet with the school's Black Families Network (BFN), with a view that 1 member would join the newly formed Equalities Committee. It was hoped that a member of the BFN would join the GB in future. It was noted that it was important that proper time was given to the issues raised in the Equalities Committee, so that this detail could be meaningfully discussed.
- 11.2 AJ reported on the HEP BAME Achievement Conference which had taken place. The conference had looked at different aspects affecting BAME children's achievement. Young people had spoken about their experiences.

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

- 12.1 6pm, 21 April 2021.

**13. ANY OTHER BUSINESS**

- 13.1 None.

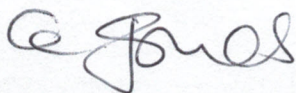
There being no further business, this section of the meeting concluded.

*NC, BS, AO left the meeting at this stage.*

**ACTIONS LIST**

ITEM No.	ACTION	ASSIGNED TO
3.3	Head to add appendix to Complaints Policy to act as a procedural guide	Head
4.3	Update figures on final draft budget and circulate to GB	SBM
4.8	Review / approve Whistleblowing Policy at next GB meeting	All
4.9	Share audit report with GB at next meeting	Head
5.2	OC & Head to meet to discuss and put a plan together for the website.	OC & Head
6.1	Remove term 'BAME' in 3-yr Pupil Premium Plan and replace with list of ethnicities	Head
8.1	Review updated version of the Food Policy & give feedback	All

SIGNED



CHAIR OF THE GOVERNING BODY

DATE

21.5.21