



**Campsbourne Primary School**  
**MINUTES OF THE GOVERNING BODY MEETING**  
**Held 5<sup>th</sup> May 2021, 6pm (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	<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:** Elizabeth Rarieya (ER), *School Business Manager* (attended to discuss year-end figures); Chris Lambert (CRL), *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 CRL was the interim clerk, covering for FB.

**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 (24 March 2021); MATTERS ARISING**

- 3.1 The Minutes of 24 March 2021 were agreed.

**ACTIONS**

ITEM No.	ACTION	UPDATE
3.3	Head to add appendix to Complaints Policy to act as a procedural guide	EJ to read; carry forward
4.3	Update figures on final draft budget and circulate to GB	On the May Agenda
4.8	Review / approve Whistleblowing Policy at next GB meeting	On the May Agenda
4.9	Share draft audit report with GB at next meeting	On the May Agenda
5.2	OC & Head to meet to discuss and put a plan together for the website.	OC & Head met; project moving along
6.1	Remove term 'BAME' in 3-yr Pupil Premium Plan and replace with list of ethnicities	"BAME" removed; Turkish and Black Caribbean added
8.1	Review updated version of the Food Policy & give feedback	On the May Agenda

#### 4. FINAL BUDGET FIGURES

4.1 AH confirmed that he had reviewed the draft budget 2021/22 and had no additional points to make to the information circulated to Governors. It was noted that the carry forward balances from 2020/ 2021 are:

Uncommitted Revenue - £125,497 and Capital - £24,834.

4.2 The budget assumptions for 2021/ 2022 are:

- Pupil Premium - calculations are based on DfE Autumn data. This will be revised once final allocation figure is advised in July.
- Universal Free Infant Meals - October and January census data has been used to project funding allocation. This will be revised once final allocation figure is advised in July.
- Sports Premium - calculation based on the standard allocation which is £16,000 and additional £10 per pupil based on the October census. This will be revised in July once DfE confirm funding allocation.
- I01 School budget share: 2021-22 income of £2,382,108 is based on LA school funding allocation.
- I08 Income from facilities & services: £291,580 income is based on current occupancy levels for After School club which is around 60% during the first half of summer term and numbers increasing during the second half term and operating at full capacity from September onwards. Same assumptions have been made for breakfast club but holiday play scheme projected at full capacity.
- I09 Income from catering: £33,000 projection based on current take up of paid meals
- I12 Income from educational visits: £22,679 projections based on planned trips taking place. This income line is linked with the expenditure line under E19 on trips as they balance each other out.

#### Expenditure

- E01: £1,211,201 Teaching staff: based on the current staffing structure and any vacancies currently being covered by temporary staff filled in September. There is no pay increase budgeted for this staffing budget.
- E03. Education support staff: £771,506 costing is based on current structure but also includes the cost of a part time Learning Mentor and agency cover. A 2.75% pay increase has been factored in.
- E04/05/07. Premises and admin staff: £431,377 costing is based on current staff with a 2.75% pay increase.

<b>Summary Budget 2021/22</b>			
	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
<b>Income</b>	3,068,938	3,075,398	3,087,586
<b>Expenditure</b>	3,044,508	3,090,391	3,140,396
<b>In Year Surplus / (Deficit)</b>	<b>24,430</b>	<b>-14,993</b>	<b>-52,809</b>
Surplus / (Deficit) Brought Fwd	125,497	149,927	134,933
<b>Cumulative Surplus / (Deficit) C/Fwd</b>	<b>149,927</b>	<b>134,933</b>	<b>82,124</b>
<b>Capital Expenditure Total</b>	<b>12,200</b>	<b>5,000</b>	<b>5,000</b>
<b>In Year Surplus / (Deficit)</b>	<b>489</b>	<b>7,689</b>	<b>7,689</b>
Surplus / (Deficit) Brought Fwd	24,834	25,323	33,012
<b>Cumulative Surplus / (Deficit) C/Fwd</b>	<b>25,323</b>	<b>33,012</b>	<b>40,701</b>

- 4.3 The Chair stated her approval of the draft budget 2021/22 but asked the SBM for benchmarking data to provide some evaluation of income and expenditure against comparator schools. It was noted that the data would be available for the June FGB.

**Action: SBM**

- 4.4 It was noted that an expected £4k of expenditure on the website refresh had not been factored into the draft budget and if this work proceeds this would reduce the expected surplus at March 2022. It was noted that the school was asking the current provider to quote for the work to upgrade the existing platform. Placing this work out to tender was not regarded as being appropriate as it would be both more costly in management time and likely take much longer to achieve the desired result. It was noted that drone footage of the school site and additional photos would be introduced to enhance the visual aspects of the website.

- 4.5 Governors agreed that the budget 2021/22 shows a healthy surplus and, subject to the change reflecting the estimated £4k costs for the website upgrade, was **approved**.

- 4.6 Governors considered the list of Service Level Agreements (SLA's) to which the school has committed funds and noted that these are preferred suppliers. In the event of a proposed change in supplier governors are informed of the rationale and of the tender process. It was noted that the photocopier contract is due for renewal in 2022 and a tender process will apply. Governors **approved** the list of preferred suppliers.

- 4.7 Governors thanked ER for her work on the draft budget and the management of the year end accounts.

**ER left the meeting at 18.24**

- 4.8 Governors asked NC for an update on the option review of Tapestry and Early Excellence. It was noted that further meetings were due to take place regarding Early Excellence and NC would then compile an option report. It was noted that changes were to take place to the EYFS Framework from September, so part of the decision-making process would be to review the efficiency by which each company could amend their programs to be compliant with the demands of the new Framework. It was noted that NC preferred the EE system and Company and would prepare a report for Governors. It was agreed that the report would be reviewed at the June meeting.

**Action: NC**

## **5. CHAIR'S ITEMS**

### **5.1 Governor appointments**

The Chair reported that four candidates for the role of Co-opted Governor had been interviewed. All were deemed possible governors but one, Emily Arkell, was preferred although it was noted that if appointed this would not help to improve the diversity of the GB. EJ proposed that Emily be co-opted as the LA Governor and then further non-parent appointments should be made using the defined criteria. It was agreed that Emily Arkell be appointed to serve a four year term from 5 May 2021 and be invited to the June meeting.

**Action: Chair**

- 5.2 At Governors' request the application recruitment pack would be circulated to governors for information.

**Action: Chair**

- 5.3 After discussion Governors agreed that governor recruitment would be enhanced by the involvement of a small working group, set up to consider the best approach to the next phase in recruitment.

**Action: BS, OC, JF, AJ to form the governor recruitment working group**

### **5.4 Succession Planning**

EJ reported that there were on-going discussions with several governors about the role of Chair, Vice Chair or even Co-Chair. There was some uncertainty as to how the Co-Chair model might work at the school so advice was being taken from HEP and with other Chairs who have experience of the model. The Chair would report to the next meeting.

**Action: Chair**

5.5 Governor day

The Chair proposed that the school sports day on 2 July would be an ideal date on which governors could meet up on site, in person. The aim of the day would be to celebrate the sports day with the pupils and staff, attend a school lunch and then use the afternoon to discuss wider issues including the school's future, Ofsted and the inspection framework, funding, and do some horizon scanning.

**Action: Governors Day 2 July 2021 – on site, EJ/BS to draft Agenda.**

5.6 Meeting format

The Chair proposed that the issue of the meeting format for next year also be discussed on 2 July so that the various options (on-site meetings, Zoom meetings or a hybrid model) could be fully considered. It was agreed that the June FGB be on Zoom.

5.7 Link Governor Reports

The Chair invited a governor volunteer to take responsibility for the management of the Link Governor schedule of visits and visit reports on Governorhub. EJ agreed to prepare a summary of the Link roles with an example of a Visit report. AH agreed to take responsibility for the management of this schedule. This would be discussed further at the June FGB.

**Action: EJ, AH**

5.8 External Review

The Chair explained the benefit of a GB receiving an independent assessment as part of a due diligence exercise. It was proposed that this should occur during the next academic year.

**6. HEADTEACHER'S ITEMS**

6.1 Holiday Club

The Head reported that less staff were interested in taking on the annual Summer holiday club so the school was looking at the option of contracting with an external provider like Rose Academy or Energy Kids. It was noted that Rose Academy (RA) was used in 2020 and the school had received positive reports from many parents. Governors queried the bias towards sports activities and asked for discussions to be held with RA on provision of arts and science topics and activities to complement the sports activity. Governors agreed that the final decision on the selection of provider rests with the Headteacher.

**Action: Head**

6.2 Assessment procedures

The Head reported that in line with Ofsted recommendations the school would now make two assessments of pupil progress per academic year, in December and June. The data would provide governors and staff with a snapshot of pupil progress and would enable teachers to be more focused on providing appropriate individual interventions in a timely and targeted way. The June assessments were scheduled to take place but governors were likely to receive the data report in early September. It was noted that there would also be more regular, shorter pupil assessments in class and information received would feed into the longer-term planning. Governors agreed that this approach was both sensible and consistent with Ofsted.

6.3 Staff Wellbeing Survey

It was noted that staff had received and were completing the Wellbeing survey.

6.4 RSE Consultation

The Head reported that the consultation exercise with parents had been completed with only two responses received. A coffee morning for parents would be arranged in July at which parents would receive more information on the RSE curriculum and be able to visit a display of the teaching materials.

**Action: Head**

6.5 Healthy Eating Policy (aka Food Policy)

The Head reported that the draft Healthy Eating Policy would be issued to parents for consultation. The Head described how the school should celebrate different types of food and promote the virtue of eating seasonal produce. The Policy would help to promote healthy eating for children. A taste education programme would be developed to inform children about different food types and tastes and encourage them to adopt a balanced diet in all types of meals including school meals or packed lunches. It was noted that a Campsbourne Food Festival could be created that would further promote the benefits of healthy eating. Governors were pleased with the proposals and the school's consultative approach. It was proposed that a small working group be tasked to review the comments received from parents and inform the GB. The aim was to launch the Policy by September 2021 at the latest.

**Action: Head**

#### 6.6 School Uniform

The Head raised the issue of a school uniform confirming that there is presently no Uniform Policy and this is evident in the pupil's choice of attire on a daily basis. The Head proposed that the school should scrap any pretence of having a Policy and allow pupils to wear clothes of their choice. Governors raised concerns to this proposal and asked for a more evidence based proposal that reflects current thinking on the impact of uniforms on learning and teaching. The Head stated that research conducted by the Education Endowment Fund has concluded that uniforms make no difference to learning and can cause friction in class. Governors asked that parents be consulted on this issue before any change made. It was suggested that the school should develop some guidelines about the type and style and clothing deemed appropriate in the school environment: this would not be a uniform guide but a pragmatic statement reflecting the requirement to meet health and safety standards. It was proposed that in lieu of a school uniform the school might wish to develop a range of clothing and accessories which promote the school brand and could be purchased by pupils for wear and use at school. The Head proposed to prepare a draft email that would be issued to parents on this issue – for discussion at the next GB.

**Action: Head**

#### 6.7 Sound Write Review

The Head reported that the Sounds Write learning walk had been very positive. Sarah Horner (consultant) spent the day in school watching teachers in action implementing the Sounds Write programme. Governors noted that the exercise identified areas of strength and acknowledged that the Spring lockdown restricted teachers' time to teach the programme. The Head confirmed that the delivery of the programme will continue to be monitored and support provided in classes where it is needed. Another review with Sarah will happen in Autumn 2.

### 7. **COVID-19 UPDATE**

7.1 The Chair confirmed that the DfE had yet to issue guidance on any changes to current procedures: these could be expected after 21 June. It was agreed that the item be retained as a Standing Item until after the June FGB.

### 8. **POLICIES**

8.1 Governors were asked to note, for information a range of Policies:

- |   |       |
|---|-------|
| • Parent consultation on Relationships and Sex Education policy         | Noted |
| • Healthy Eating Policy [Updated Food Policy (and parent consultation)] | Noted |
| • Anti-Bullying Policy (Spring 2021)                                    | Noted |
| • Health & Safety Policy (Spring 2021) (LBH draft)                      | Noted |
| • Home School Agreement (Spring 2021)                                   | Noted |
| • Home Learning Policy (Spring 2021)                                    | Noted |
| • Intimate Care Policy (Spring 2021)                                    | Noted |

- Managing Allegations against Other Children (Spring 2021) Noted
- Positive Handling (Spring 2021) Noted
- Statutory Policy - Charges Policy (Spring 2020) Noted
- Statutory Policy - Governors Allowance Policy (Spring 2021) Noted
- Computing Policy (Delete) Noted
- SEND Policy Next meeting
- Transition Policy Next Meeting

## 9. GOVERNOR VISITS *standing item*

- 9.1 A Report from AO had been submitted. The GB were encouraged to read these Visit Reports

## 10. GOVERNOR TRAINING, & EQUALITIES *standing item*

- 10.1 Nothing to report.

## 11. DIVERSITY & INCLUSION *standing item*

- 11.1 The Chair, AJ and the Head met, via Zoom, with the school's Black Families Network (BFN) which comprised of predominantly Y1 parents. This was a positive and open meeting enabling frank discussion on a range of issues and concerns. The parents described a range of concrete experienced issues facing some of their children in school but emphasised that they were keen that the BFN included more families in the school. It was agreed that a partnership approach would be the most beneficial.
- 11.2 It was noted that the Equalities, Diversity and Inclusion Committee had met and the minutes have been circulated. The first meeting was positive in agreeing on areas of focus and action points. The Committee will aim to meet Termly.

## 12. DATE AND TIME OF NEXT MEETING

- 12.1 6pm, 9 June 2021

## 13. ANY OTHER BUSINESS

- 13.1 None.

There being no further business, this section of the meeting concluded at 20.01pm.  
 NC, AO left the meeting at this stage.

## ACTIONS LIST

ITEM No.	ACTION	ASSIGNED TO
4.3	Benchmarking data report to June FGB	ER
4.8	Option review of Tapestry and Early Excellence for EYFS	NC
5.1	Chair to meet EA – new co-opted Governor	Chair
5.2	Governor Recruitment pack to be circulated to governors	Chair
5.3	To form the governor recruitment working group	BS, OC, JF, AJ
5.4	Succession Planning Report to June FGB	Chair
5.5	Chair/BS to draft Agenda for Governor day on 2 July	Chair/BS
5.7	Chair to prepare a summary of the Link roles and an example of a Visit report. AH agreed to take responsibility for the management of the Link Governor Visits and schedule	Chair /AH
6.4	RSE Parent consultation coffee morning in July	Head
6.5	Consult with parents on the Healthy Food Policy	Head
6.6	Draft an email to parents on a change to the school uniform approach	Head

SIGNED  
CHAIR OF THE GOVERNING BODY

*Q Jones*

DATE

*14/7/21*