



**Campsbourne Primary School**  
**MINUTES OF THE GOVERNING BODY MEETING**  
**Held 9 June 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 (Maternity leave)	JSB	06/10/2023
Co-opted Governors	Emily Arkell	EA	05/05/2025
	<i>Vacancy</i>		
	Eleanor Jones <i>Chair</i>	EJ	18/09/2022
	Brij Sharma <i>Vice Chair</i> <i>Left 6.30</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:** Jonathan Adamides-Vellapah (JAV), *HEP: Governance Officer*

**Ray Dadzie:** Prospective Governor

**PART 1**

**1. WELCOME / INTRODUCTIONS / APOLOGIES**

- 1.1 The being a quorum present, EJ took the Chair.
- 1.2 The Chair welcomed all Governors and attendees to the meeting.
- 1.3 Apologise for absence and early departures were accepted.
- 1.4 The Chair welcomed Ray Dadzie to the Part 1 meeting as an observer and a prospective governor.

**2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

- 2.1 There were no new interests or declarations made for items on the agenda.

**3. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

- 3.1 The Minutes of 05 May 2021 were **agreed**.
- 3.2 Matters arising were updated under agenda item: 5.

**4. BENCHMARKING DATA REPORT**

- 4.1 The GB noted that the report will be reviewed under the Part 2.

**5. ACTIONS FROM THE LAST MEETING**



ITEM No.	ACTION	ASSIGNED TO
4.3	Benchmarking data report to June FGB <b>COMPLETED: On agenda.</b>	ER
4.8	Option review of Tapestry and Early Excellence for EYFS <b>UPDATED: This will be carried forward to the next meeting.</b>	NC
5.1	Chair to meet EA – new co-opted Governor <b>COMPLETED.</b>	Chair
5.2	Governor Recruitment pack to be circulated to governors <b>COMPLETED: This will be covered under agenda item: 6 – Chair's update.</b>	Chair
5.3	To form the governor recruitment working group <b>UPDATED: The establishment and remit of the working group will be progressed.</b>	BS, OC, JF, AJ
5.4	Succession Planning Report to June FGB <b>COMPLETED: This will be covered under agenda item: 6 – Chair's update.</b>	Chair
5.5	Chair/BS to draft Agenda for Governor day on 2 July <b>COMPLETED: This will be covered under agenda item: 6 – Chair's update.</b>	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 <b>ACTION: The Chair advised that AH has completed a summary and recommended that governors may wish to review the style and use this as a template. The summaries will be reviewed at the next meeting.</b>	Chair /AH
6.4	RSE Parent consultation coffee morning in July <b>Completed: The July dates will be re-circulated to all governors.</b>	Head
6.5	Consult with parents on the Healthy Food Policy <b>Completed: The consultation has taken place and will be presented for approval under agenda item: 10.</b>	Head
6.6	Draft an email to parents on a change to the school uniform approach <b>Completed: The update will be provided under agenda item: 7 – Headteacher's items.</b>	Head

## 6. CHAIR'S ITEMS

### 6.1 Governor recruitment

The GB noted that the recruitment for the remaining vacancy will be undertaken by the governor recruitment group.

### 6.2 Succession Planning

The Chair advised that after reviewing existing models of chairing a GB, it is proposed that a co-chair model is adopted by the GB for the next academic year. The Chair proposed that EJ and BS co-share the chairing of the GB and that AH has indicated that he would be willing to serve as the vice-chair. The GB understood however that these are proposals, and the Chair would welcome discussion with governors if they would like to be considered for the co-chair or co-vice-chair roles.



**APPROVED:** The GB approved the co-chair and vice-chair for Campsbourne Primary School.

**ACTION:** Governors to contact the Chair (EJ) should they wish to put themselves forward for the position of co-chair or co-vice chair of the GB.

6.3 Governor Day – July - update

The Chair advised that initially the GB would have attended on the Sports day and taken the opportunity to engage with the children and families, with and GB session being part of the day. However, given the current pandemic guidance this is no-longer possible. The proposal given the timing, is to find a suitable date in July for all governors to meet.

**ACTION:** Chair and Headteacher to circulate Agenda for the Governor day.

6.4 Link Governor role descriptions

This was covered under the matters arising.

7. **HEADTEACHER'S ITEMS**

The Headteacher provided a verbal update to the GB.

7.1 Health and Wellbeing

The GB noted that the School is dealing with an increase with the number of children presenting with SEMH needs and they are struggling to adjust back into structured learning. The School and external agencies are providing the support to the child and the family where needed.

The Headteacher advised that the School is providing bereavement support to a number of children and their families with the help of external agencies where required.

**NOTED:** The SEND and Safeguarding report will be updated and presented at the next meeting.

7.2 Catch-up premium

They noted the following:

- Catch-up funding. The funding was used to employ an additional Teacher to provide the support required to the identified cohorts and the Teacher will be leaving at the end of the academic year. The funding has been fully used for the academic year.
- National Tutoring Programme. The School has been very fortunate in securing a tutor who currently supports a child at the work, to deliver the tutoring sessions. The GB understood that this is a benefit to the School as the Tutor is known to the children and will be able to effectively engage with them. The School will aim to fund as many sessions through the National Tutoring Programme as possible.

7.3 Health eating policy – consultation

- 7.3.1 The GB discussed the outcomes of the consultation and the Headteacher clarified that the School will work with the children and families to educate on what is healthy eating, nutrition including what a healthy pack lunch contains. The GB understood that a Charity will be delivering educational workshops to the children and will provide the opportunity for parents/carers to attend family workshops during day. The GB understood that the workshops are part of the Healthy eating strategy looking at providing practical support to families in making and sustaining health eating changes.

7.4 School Uniform

- 7.4.1 The Headteacher updated the GB on the School Uniform proposals and advised that given the timescales the consultation will be pushed back to the next academic year.

7.5 Hornsey Cricket Club

- 7.5.1 The Headteacher advised that the School has been approached to support the development of a new facility. Should the facility receive the required consent and planning permissions the children will benefit by having access during the day to these facilities.



**APPROVED:** The GB agreed and approved for the Headteacher to write a letter of support for the Hornsey Cricket Club.

7.6 Farmers Market Charging – request for discount

- 7.6.1 The Headteacher advised that a request has been received from the Farmers Market for a permanent reduction in the rent based on a 90% occupancy rate. The GB noted that as a commercial enterprise the Farmers Market benefits from location, space and parking that the School provides. The GB discussed proposal and agreed that the current rental rate is reasonable, and this should not be reduced.

**AGREED:** The GB agreed not to reduce the rent for the Farmers Market and not to vary the current rental rate currently set at £500.

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

- 8.1 **NOTED:** The Committee meeting will take place on the 18 June 2021.

9. **COVID-19 UPDATE**

- 9.1 There were no further updates presented for discussion.

10. **POLICIES**

- 10.1 The GB approved and ratified the following policies (including statutory policies), subject to any further statutory amendments that may be required:

- Annual and Special Leave Policy
- Asbestos Management Plan
- Asbestos Management Policy
- Assessment for Learning Policy
- Attendance Policy
- CCTV Policy
- Clear Desk Policy
- Control of Infection Policy
- Data Breach Policy
- Data Retention Policy
- Designated Teacher for Looked After and Previously Looked After Policy
- Educational Visits Policy
- Electronic Information and Communications Policy
- Extended Schools Policy
- Fasting Policy
- Feedback Policy
- Fire Safety Management Policy
- Flexible Working Policy
- Information Security Policy
- Letting Schools Premises Policy
- Managing Contractors Policy
- Managing Wellbeing Policy
- Manual Handling Policy
- Missing Children and Collection Policy
- Online Safety Policy
- Placement of Children outside their Chronological Year Group Policy
- Policy and Procedure for Checking the Identity of Visitors
- Sickness Absence Management Procedure
- Social Media Policy
- Statutory Policy – Behaviour Policy
- Statutory Policy – Data Protection Policy
- Statutory Policy – First Aid Administration of Medicines Policy
- Statutory Policy – Freedom of Information Policy and Publication Scheme



- Statutory Policy – Grievance Procedure Final
- Statutory Policy – Privacy Notice for Pupils and Parents
- Statutory Policy – Privacy Notice for Staff
- Statutory Policy – SEND Policy
- Stress and Mental Health Policy
- Whistleblowing Policy

**11. GOVERNOR VISITS** *standing item*

- 11.1 **NOTED:** The Governor visits report are available to read on GovernorHub and all governors were encouraged to read them.

**12. GOVERNOR TRAINING** *standing item*

- 12.1 **NOTED:** Emily Arkell attended the Governor Induction Training.

**13. ITEMS FOR THE NEXT AGENDA**

- 13.1 The following items were proposed for the next agenda:

- LA Governor appointment update.
- Health eating policy.

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

- 14.1 The next meeting is scheduled for the 6 July 2021 at 6.00 pm.

**15. ANY OTHER BUSINESS**

- 15.1 The Chair thanked the Associate Governors and Ray Dadzie for attending the meeting.

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

**ACTIONS LIST**

ITEM No.	ACTION	ASSIGNED TO
5.7	B/f 05 May 2021 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 <b>ACTION: The Chair advised that AH has completed a summary and recommended that governors may wish to review the style and use this as a template. The summaries will be reviewed at the next meeting.</b>	Chair /AH
6.2	Governors to contact the Chair (EJ) should they wish to put themselves forward for the position of co-chair or co-vice chair of the GB.	Governors
6.3	<b>ACTION:</b> Chair and Headteacher to circulate Agenda for the Governor day.	Chair/HT

SIGNED



DATE

14/7/21

CHAIR OF THE GOVERNING BODY