



Campsbourne Primary School
MINUTES OF THE GOVERNING BODY MEETING
Held on Tuesday, 6 July 2021 at 6.00pm (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
	Eleanor Jones <i>Chair</i>	EJ	18/09/2022
	Brij Sharma <i>Vice Chair</i>	BS	13/09/2025
	Owen Cheshire	OC	11/12/2022
	Anita Jakhu	AJ	22/09/2024
	Alex Heywood	AH	22/09/2024
	Ayça Onkal	AO	09/06/2025
Headteacher	Jonathan Smith	HT	<i>Ex officio</i>
Associate Governors	*Natasha Crabbe	NC	17/11/2024

* denotes absence

Also in attendance:

Neetha Atukorale, Lead for Governor Services, HEP, Observer
 Brenda Bruno, Deputy Lead for Governor Services, HEP, Observer
 Saru Balakrishnan, Clerk

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

1.2 The Chair welcomed all to the meeting.

1.3 Apologies for absence were accepted.

1.4 The Chair introduced Neetha Atukorale and Brenda Bruno from Haringey Education Partnership, who are attending as observers.

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

2.1 None.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 5 JUNE 2021

3.1 The Minutes of the FGB meeting held on 9 June 2021 were **AGREED** as an accurate record for the Chair to sign and the school to retain on file.

4. ACTIONS FROM THE PREVIOUS MEETING

ITEM No.	ACTION	ASSIGNED TO
4.1	Chair to prepare a summary of the Link Governor roles and an example of a Visit report. ACTION To be done for the next FGB meeting.	EJ Agenda
4.2	Governors to contact the Chair if they wish to put themselves forward for the position of co-chair or co-vice chair of the GB. No Governors came forward.	

4.3	Chair/Vice Chair to draft the Agenda for Governor day on 2 July - COMPLETED	
-----	---	--

5. CHAIR'S ITEMS

5.1 Governor Terms

BS's term as Governor expires in September. Governors **AGREED** to extend BS's term as Co-opted Governor for four years. **ACTION** Clerk to update GovernorHub.

5.2 Governor Day

The Governor Day was a success. Governors attended sports day and enjoyed school lunch. They discussed school finances, SEN challenges, the future makeup of the board and the proposed parent survey.

The following recommendations, discussed at the Governor Day, were made by the recruitment working group and accepted by the board.

1. Ray Dadzie, a member of the Black Families Network (BFN) will be made an Associate member, he is not able to commit to a Governor role at this time but will be invited to attend the EDI Committee and any appropriate FGB meetings. Ronnie, the other member of the BFN who attends the EDI committee can share attendance with Ray.
2. Gemma Hall and Rani Tebbit should be appointed associate members, with a view to attending FGBs and accessing HEP training and in this way learning more about the school and the role of Governor.
3. Emma Comer and Jenna Goldberg would be asked to assist with specific projects at the school (premises and communications respectively) and appointed as associate members for this purpose. They would not be expected to attend FGBs or do training at this stage.

Governors **AGREED** this proposal.

5.3 Governor Recruitment

JL is due to resign shortly so there will be a vacancy. Governors **AGREED** a review of Governor recruitment processes should be undertaken before proceeding to advertise this vacancy. **ACTION**

5.4 Parent Survey

This has been completed by governors for testing and will be sent to parents. Analysis to be done in September and feedback will be provided to parents of the survey results. Governors suggested that it would be useful if some of the Governors could complete the survey again from a GB perspective. The Chair advised that one question on the survey has been amended.

Governors **asked** if the survey can be completed anonymously.
Yes.

Governors **asked** if the survey can be translated into Turkish, AO would be happy to do this.
Yes. **ACTION** BS to send the questions to AO.

5.5 Comms Working Group

Governors interested in joining the Comms Working Group to notify the Chair. **ACTION**
The Chair will draft the Governors' Newsletter and circulate it for review. **ACTION**

Governors **asked** moving to a Working Group model, what is the difference between this and a Committee structure.

Committee meetings are Minuted and they make recommendations to the GB. Committee meetings need to be quorate. Working Group meetings do not need to be Minuted and there is no quorum requirement.

5.6 Meeting Dates for Next Year

Proposed meeting dates for next year will be circulated to Governors.

5.7 GB Structure

An outline plan has been circulated for the Co-Chair role to commence in September.

Governors **asked** who is the contact in the school for the Sustainability Link role.

Sustainability is a broad area, there would not be a single contact at the school, but it would depend on the focus of the visit. It may be appropriate for two Governors to share this role as it has a wide remit.

There is further work to be done on Link Governor roles and the sharing of them. There will also be a School Council Link Governor which would provide an opportunity for Governors to get feedback directly from the children.

JL is currently Safeguarding and SEN Link Governor. **ACTION** EA will take on this role when JL leaves.

5.8 Diversity

Governors **asked** NA and BB if there is work being done by HEP to support GBs in improving diversity on their Boards.

Yes, HEP is doing work on this, engaging with the local community and the National Governors Network.

JL joined the meeting at 6.55pm.

6. HEADTEACHER'S ITEMS

6.1 HT Report (paper, circulated in advance of this meeting)

Governors **asked** if the SEND report could be broken down by ethnicity.

ACTION HT to consider this the next time a report is prepared.

Governors **asked** re the absence data, was Covid taken into account.

There were no isolations this term.

6.2 Behaviour Report (paper circulated in advance of this meeting)

Governors **asked** how are concerns logged.

Behaviour incidents are logged in behaviour, they are not safeguarding concerns.

Governors **asked** when does the school advise parents of incidents.

The Behaviour Policy refers to white slips, the school will talk to parents if there are two or three white slips in a week. While the data is helpful, it may be misleading. For example, when a child gets a white slip it may be for more than one type of behaviour relating to one incident. The impact of the work Wendy does is best presented through case studies, which is done as part of the preparation for an Ofsted inspection. These case studies can be shared with Governors at the next GB meeting. **ACTION**

Governors **asked** about the gender aspect, there is a much higher proportion of boys with incidents.

This will be looked into further and forms part of the SDP. A lot of the boys with behaviour issues are SEN.

Governors **asked** is there analysis of Class Dojos.

Anecdotally only.

6.3 Wellbeing Survey

Governors **asked** in relation to the 2019 survey, there is good activity by the HT. Can further data be provided re workload.

There have been financial cutbacks and less staff, it is still a struggle to balance the budget. The increase in SEN children increases the staff workload.

Governors **asked** should the survey be done again at the end of the year.

There was a low response rate. There may be a need to offer an incentive to staff to complete the survey.

6.4 **Safeguarding Report (paper circulated in advance of this meeting)**

There were no questions or comments on the report.

6.5 **Building Update**

Building works will commence the first Monday after the end of term and are likely to continue into next term. There is a lot of work to be done, including replacing the boilers and lighting. The HT will put an item in the newsletter about the works to parents this week.

7. **COVID UPDATE** *standing item*

7.1 The Government has announced there will be no more “bubbles” from 19 July and that they will not be needed next term.

8. **POLICIES**

The following Policies are to be noted and do not need to be ratified by Governors

- CPD
- Learning Observation
- Phonics and Spelling
- Transition
- Early Years
- Staff Handbook
- Food

Food Policy - The school is considering the children having water only during the school day. There will be someone attending the school in October to do a workshop with parents on packed lunches. The HT will provide feedback to Governors on the tasting sessions.

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

9.1 OC did a virtual visit and has uploaded his visit report.
AJ did a visit and will upload her visit report **ACTION**
GM did a visit and has uploaded her visit report.

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

10.1 Unconscious Bias training will be held for the whole school in the morning of 3 September 2021. Governors should make every effort to attend.

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

11.1 The EDI Committee has held its second meeting. **ACTION** Chair to finalise and upload the Minutes to GovernorHub.

12. **ITEMS FOR NEXT AGENDA**

12.1 Sources of income/budget. **ACTION** Agenda item.

13. **DATE AND TIME OF NEXT MEETINGS**

13.1 **ACTION** Proposed meeting dates for next year to be circulated this week.

15. **ANY OTHER BUSINESS**

15.1 None.

There being no further business and no Part 2 Business, the meeting closed at 7.47pm.

SIGNED



DATE

23.11.21

CHAIR OF THE GOVERNING BODY

ACTIONS

ITEM No.	ACTION	ASSIGNED TO
4.1	Chair to prepare a summary of the Link Governor roles and an example of a Visit report for the next FGB meeting.	Chair
4.1	Link Governor roles – Agenda item next meeting.	Agenda
5.1	BS term as Governor to be renewed on GovernorHub	Clerk
5.3	Governor recruitment processes to be reviewed.	Chair
5.4	BS to send Parent Survey questions to AO for translation into Turkish	BS/AO
5.5	Governors interested in joining the Comms Working Group to let the Chair know.	Governors
5.5	Chair to draft the Governors Newsletter and circulate to Governors for review.	Chair
5.7	EA to take on Safeguarding and SEN Link Governor role when JL leaves the GB later this year.	EA
6.1	HT to consider breakdown of SEND report by ethnicity.	HT
6.2	Behaviour Case Studies to be presented at the next FGB meeting.	HT/Agenda
9.1	AJ to upload Governor Visit Form to GovernorHub.	AJ/GM
11.1	Chair to finalise EDI Minutes and upload to GovernorHub	Chair
12.1	Sources of income to be on next FGB Agenda	Agenda
13.1	Proposed meeting dates for next year to be circulated to Governors.	Chair/HT