



Campsbourne Primary School
MINUTES OF THE GOVERNING BODY MEETING
Held on Tuesday, 19 October 2021 at 6.30pm (virtual meeting)

Membership:

Position	Name	Initial	Term End Date
LA Governor	Emily Arkell	EA	20/09/2025
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	Ayça Onkal	AO	08/06/2025
	Vacancy		
	Eleanor Jones Co-Chair	EJ	18/09/2022
	Brij Sharma Co-Chair	BS	13/09/2025
	Owen Cheshire	OC	11/12/2022
	*Anita Jakhu	AJ	22/09/2024
	Alex Heywood Vice Chair	AH	22/09/2024
Headteacher	*Jonathan Smith	HT	Ex officio
Associate Governors	Natasha Crabbe	NC	17/11/2024
	Rani Tebbit	RT	05/07/2025
	Gemma Hall	GH	05/07/2025

* Asterisk denotes absence

Also in attendance:

Jasbir Aujla, Clerk to Governing Body (Haringey Education Partnership)

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 There being a quorum, EJ the Chair welcomed all to the meeting.
- 1.2 Apologies received and noted from Jonathan Smith and Anita Jakhu.

2. CO-OPTED GOVERNORS AND ASSOCIATE MEMBERS, REVIEW ONBOARDING, MENTORING

- 2.1 The Chair mentioned using this meeting as an opportunity for all to get to know the new Co-opted Governor EA and Associate members GH and RT. The Chair asked the new governors how the onboarding process was going for them. EA and RT updated they are settling in well and commented on Induction to New Governors training provided by HEP that they attended and found very good and informative.

Action: Clerk to provide this positive feedback back to the HEP team.

The Chair allocated the named governors below as a sounding board for the new governor and members that they can get in touch with for any information they may require:

- BS contact Governor for RT
- AH contact Governor for GH
- EJ will arrange meeting for EA to meet up with an ex-governor
- EJ contact for JSB

3. LINK GOVERNOR ROLES

- 3.1 The Chair shared the Governing Body Vision and Values document at the meeting. The Link Governor roles were discussed and reviewed with some re-allocation of link governors. The GB agreed the changes below:

Chair of Governors – Eleanor Jones & Brij Sharma
 Assessment/OFSTED – Natasha Crabbe
 Deputy Chair of Governors – Alex Heywood
 Health & Safety – Eleanor Jones (to check with Emma Corner)
 Literacy/Numeracy - Brij Sharma
 Parent Community & Communications – Ayca Onkal & Gemma Hall
 School Council – Rani Tebbit & Emily Arkell
 Science, Technology and Maths (STEM) – Jude Fransman
 Sustainability – Gladys Merceron – Ayca Onkal
 Extended services (ASC and clubs) – Jude Fransman

The Chair updated the Governing Body Vision and Values document as per the discussion. The updated version which can be found on Governorhub under documents 2021/22.

Action: Link governor roles Autumn/Winter term item – Clerk

4. COMMS WORKING GROUP, INCLUDING NEXT GOVERNOR NEWSLETTER

- 4.1 The Governing Body discussed different communication channels via which information and engagement can take place with parents for example; newsletters, events, governor surgeries..... to enable all parents, especially new parents to understand the roles of governors, how they can be contacted as well as get to know more governors. It was noted previously the school's website had governor pictures and information regarding their roles. The Chair said she would speak to the HT as this information may have got detached whilst removing out of date information and update the website with Link Governor roles and any other relevant information.

Action: Chair to discuss updating the School Website with the HT.

- 4.2 Governors discussed content for the governors newsletter to include:

- Overview of the Survey results. **Action:** BS to provide to the HT
- Governor roles information and Ofsted. **Action:** EJ
- Governors Strategy – (after info on survey and finances drafted)
- Achievements/celebration of work and diversity of GB. **Action:** AJ, JF
- Communications – work GB is doing and request to parents to keep communication positive. Action OC

The GB **agreed** to send out the newsletter on a termly basis.

- 4.3 Letter to Parents regarding voluntary contribution

The Chair updated that currently waiting for the HSA to set up the account for gift aid with donations. The Governing Body discussed the content of the letter to parents and the need to keep it simple. The letter needs to clearly say what the voluntary funds will be spent on, mention the school prioritises interventions but school finances do not cover all the things we would like to offer the children, the request is for voluntary contributions and not compulsory and the suggested amount for voluntary donations is £5, however some parents may wish to contribute more to support the school.

The Governing Body felt it would be better if the letter went out from the Chair and the head of the HSA. AH said he will scope this out further as well as look at what the shortfalls are and draft a letter to go out during November.

Action: Draft letter to parents re voluntary contribution - AH

5. EDI TRAINING DATE AND TIME

The Governing Body **agreed** the EDI training for all governors and associate members will take place on Tuesday 9 November at 6pm at the school.

6. EDI COMMITTEE MEETING DATE AND TIME

It was **agreed** that the Autumn term EDI Committee meeting will take place on Friday 19 November 10am - 12 noon at the school.

7. OFSTED WG

It was noted the school is likely to have an OFSTED inspection over the next 12-18 months. The Chair will circulate the Ofsted crib sheet previously used.

Action: EJ to send out the Ofsted Crib Sheet

8. SURVEY FEEDBACK

8.1 As mentioned above BS said he will put some headline information together for the HT to include in the newsletter. BS updated he is working on coding and tabulating the survey results and will share information in due course.

Action: BS to share Survey results with GB

8.2 BS commented the GB needs to do the next annual survey and needs to look at tweaking the questions from the last survey. The Governors discussed how they can get different parents to participate in the survey rather than the same group of respondents as previous. Discussion took place about parent representatives taking direct responses from parents or taking parents through the survey, look at other communication tools/apps to better address needs and wants of the parents. It was noted there is a need to reminding all of the Homeworking Policy and the correct and civil use of any tools used for communication.

Action: Work on 2021/22 Annual Parents Survey – Comms WG

8.3 The Governing Body noted the need to start preparing a Childrens' survey.

Action: Prepare the Childrens' Survey - Comms WG

9. CHRISTMAS SOCIAL

The Chair said she will look at and circulate date for the Xmas social.

Action: Circulate Xmas social date - EJ

10. DATE AND TIME OF NEXT MEETING

Agreed the next FGB meeting will take place on Tuesday 23 November 2021 at 6.30pm, in person.

Actions List

ITEM No.	ACTION	ASSIGNED TO
2.1	Provide positive feedback back to the HEP team on Training. - Completed	Clerk
3.1	Link governor roles Autumn/Winter term item	Clerk
4.1	Chair to discuss updating the School Website with the HT	EJ
4.2	Provide HT an overview of the Survey results	BS
4.2	Governor roles information and Ofsted to be provided in the newsletter	EJ
4.2	Newsletter to include info on achievements/celebration of work and diversity of GB.	AJ, JF
4.2	Update on communications – work GB is doing and request to parents to keep communication positive and civil	OC
4.3	Draft letter to parents re voluntary contribution	AH
7	Send out to GB the Ofsted Crib Sheet - Completed	EJ
8.1	Share Survey results with GB	BS

8.2	Work on 2021/22 Annual Parents Survey	Comms WG
8.3	Prepare the Childrens' Survey	Comms WG
9	Circulate Xmas social date	EJ
12.5	Performance Management report to be signed off and sent to the LA for implementation	ER
12.6	Add Finance to the next GB meeting agenda - Completed	Clerk

E Jones

26.12.21

ELEANOR JONES

CHAIR OF GOVERNING BODY.