



## Campsbourne Primary School

### MINUTES OF THE GOVERNING BODY MEETING

Held on Tuesday, 21 September 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	HTB	06/10/2023
Co-opted Governors	Ayça Onkal	AO	08/06/2025
	Vacancy		
	Eleanor Jones Chair	EJ	18/09/2022
	Brij Sharma Vice Chair	BS	13/09/2025
	Owen Cheshire	OC	11/12/2022
	Anita Jakhu	AJ	22/09/2024
	Alex Heywood	AH	22/09/2024
Headteacher	Jonathan Smith	HT	Ex officio
Associate Governors	Natasha Crabbe	NC	17/11/2024
	Rani Tebbit	RT	06/07/2025
	Gemma Hall	GH	06/07/2025

\* Asterisk denotes absence

#### Also in attendance:

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

Helen Holloway, (Jasbir's Mentor, Clerk to Governing Body (Haringey Education Partnership))

#### PART 1

##### 1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 There being a quorum, EJ took the Chair. The Chair welcomed all to the meeting and asked everyone to introduce themselves as there have been some governor membership changes as well as change of clerk.
- 1.2 Apologies received and noted from Jade Springer Best. Natasha Crabbe was recorded as absent.

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

- 2.1 No declarations were made at the meeting.

##### 3. GOVERNING BODY ADMINISTRATION

###### 3.1 To vote in Chair/Vice for academic year:

The Chair reminded all of proposal to have Co-Chairs and Vice-Chair for this academic year.

The GB unanimously voted for EJ and BS as Co-Chairs for a term of one year.

The GB unanimously agreed for AH as GB Vice Chair for a term of one year.

###### 3.2 GB Membership; Link Governor roles; Review of Governor recruitment processes:

###### GB Membership:

It was noted that James Langley resigned as LA Governor with effect for 6 July 2021.

The Chair reported that the LA has approved EA to be a LA Governor and is putting this forward for the GB to ratify. The GB **ratified** EA, as LA Governor with effect from 21 September 2021 for a four year term. Chair reported that EA will be the link governor for SEN and Safeguarding.

There is a co-opted governor vacancy. It was noted that it will be important to fill the vacancy with a non-parent as the GB already has a few parents appointed and it is important to maintain a good balance of representation from the community.

**Review of Recruitment process:**

The Chair referred to the Recruitment process which was discussed last term, as well as looked at what went well, or not, and to address the diversity of the GB it was noted that the Recruitment pack needs amending. OC **agreed** to look at the pack. It was **agreed** for EJ, OC, BS and HT to set up a working group to look at the recruitment process. It was **agreed** that EA, RT and GH should be taken through the on-boarding for New Governors and DBS checklist by one of the chairs or vice Chair.

**ACTION:** Chair to report progress on recruitment pack and on-boarding process at the next meeting.

**Link Governors:**

The Chair mentioned due to GB membership changes the Link Governor document she had previously circulated may need to be revisited. The Chair asked if anyone is interested in becoming the Link Governor for the Assessment area as this needs to be overseen by someone particularly as it is likely the school will have an OFSTED inspection next year. No names were forthcoming at the meeting.

**ACTION:** Chair and GB **agreed** to revisit this item in a couple of months' time.

The Chair proposed a crib sheet is compiled that all Governors can contribute to in preparation for an OFSTED inspection. The Chair will save that crib sheet as a google document for all to see, this will need updating but is a good starting point. In response to a query about Governor Role Profiles, HH and JA agreed to forward the model HEP Governor role profiles to the Chair and HT. The GB agreed OFSTED should be an item on the next agenda.

**ACTION:** Chair to provide crib sheet

**ACTION:** Clerk (HH and JA) to provide Governor role profile

**ACTION:** Clerk OFSTED agenda item

A suggestion was made to have a new link governor role for the After School Club. HH agreed to check if there is a HEP link governor role profile for this position

**ACTION:** Clerk HH

HT feels that an important part of school provision is having governors to oversee key areas. In terms of the Assessment area, it does overlap with AJ role as the Curriculum link. AJ said she would have a think about this but as a link governor for 2 other areas already maybe another governor looks at this area. The Chair suggested an Associate Governor could work alongside AJ and this should be discussed further at the EDI Meeting.

HT mentioned that Humanities is not covered either and needs a separate person at the school so maybe consider linking in with that and prepare a draft paper for discussion in person prior to next GB meeting.

**ACTION:** Assessment Link Governor - item for EDI meeting.

HT mentioned Health & Safety is another big area and feels a lot of work for EJ to do as well as Chair duties. The Chair said she will talk to a Parent Governor regarding giving support with this area and asked all to give thought to this item.

**ACTION:** Chair

**3.3 Governors to review/sign Code of Conduct & Annual Declaration of Interest form**

As mentioned in 2.1 above the Chair reminded all to log onto Governorhub and to review and sign the Code of Conduct and complete their own Declarations.

**ACTION:** GB

**3.4 To review/agree Scheme of Delegation**

The Scheme of Delegation will be presented for approval at the next GB meeting.

**ACTION:** Clerk / agenda item

### 3.5 Keeping Children Safe in Education 2021

Governors' were reminded to declare they have read and understood the Keeping Children Safe in Education (KCSIE) 2021 Policy. Declaration can be made on Governor Hub.

**ACTION:** GB

### 4. ANY LATE ITEMS

It was noted that James Langley resigned as LA Governor with effect for 6 July 2021.

The Chair reported that the LA has approved EA to be a LA Governor and is putting this forward for GB to ratify. The GB **ratified** EA as LA Governor with effect from September 2021 for a four year term. Chair reported that EA will be link governor for SEN and Safeguarding.

### 5. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The Minutes of the FGB meeting held on 6 July 2021 were **agreed** as an accurate record for the Chair to sign in due course and the school to retain on file.

**ACTION:** Chair

### 6. ACTIONS LIST

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. <b>Completed</b>	Chair
4.1	Link Governor roles – Agenda item next meeting. <b>Completed</b>	Agenda
5.1	BS term as Governor to be renewed on GovernorHub. <b>Completed</b>	Clerk
5.3	Governor recruitment processes to be reviewed. <b>To be discussed</b>	Chair
5.4	BS to send Parent Survey questions to AO for translation into Turkish. <b>Complete</b>	BS/AO
5.5	Governors interested in joining the Comms Working Group to let the Chair know. <b>Chair mentioned we need to see if there is anything in the survey as to what we can do/improve on with regards to communication with parents. JF and AO will be members of the Comms working party</b> <b>ACTION: HT to look at platform for Communication</b>	Governors
5.5	Chair to draft the Governors Newsletter and circulate to Governors for review. <b>Completed</b>	Chair
5.7	EA to take on Safeguarding and SEN Link Governor role when JL leaves the GB later this year. <b>Completed</b>	EA
6.1	HT to consider breakdown of SEND report by ethnicity. - <b>will be done</b>	HT
6.2	Behaviour Case Studies to be presented at the next FGB meeting. <b>Discussed under part 2.</b>	HT/Agenda
9.1	AJ to upload Governor Visit Form to GovernorHub. <b>Completed</b>	AJ/GM
11.1	Chair to finalise EDI Minutes and upload to GovernorHub - <b>Completed</b>	Chair
12.1	Sources of income to be on next FGB Agenda - <b>On agenda - Completed</b>	Agenda
13.1	Proposed meeting dates for next year to be circulated to Governors. <b>Completed</b>	Chair/HT

### 7. PAY COMMITTEE

The Pay Committee panel for Headteacher's appraisal was **agreed** with the following membership: EJ, BS, AH. The Chair will send out dates of meeting.

**ACTION:** Chair

### 8. CHAIR'S ITEMS

#### 8.1 Sources of Income

Governors discussed the content and timing of sending out a letter to parents requesting voluntary donations and agreeing what the donations received would be spent on; it was agreed to delay sending out at present as additional work is required to look into getting gift aid with donations. Governors shared a letter sent by another school as an example. The Chairs, Co-Chair and HT will meet to further discuss the process and agree the draft letter.

## 8.2 Parent Survey results

The Co-Chair, BS shared the results of the Parents Survey to which 60 responses were received. BS presented charts which showed what parents thought of the school, what it does well, and what can be improved. Overall the survey showed that the overwhelming majority of parents either indicated that they think the school is good or that they love it. BS felt generally the results were a good reflection of all the hard work the Head and the school has done over the past 18 months.

BS highlighted the main areas as:

**Strengths:** Broad Curriculum; Pastoral Care; Teaching Staff and the school's community ethos

**Potential improvement areas:**

Communication and forward planning re key dates

Broad Curriculum appeared here too as well as a strength - some parents felt more swimming and forest school activities were needed

Facilities - outdoor toilets, decor, playgrounds and After School Club - reliance on TV/ screens and access for low income families were raised

Better and more frequent feedback about children's progress

Stretch learning for more able children

More diversity in teaching staff

Smaller class sizes

GB discussed the hard to reach parents who may not have contributed to the parent survey. GB requested for data to be provided on ethnicity and school meals. Chair said she and JF will work on the data with BS. Chair asked BS to group the data and provide to the Link Governors to look at. Also discussed whether there was an opportunity for the School Council to look at this. HT said due to the pandemic the School Council had not met but this is something he wants to get up and running again now.

It was reported that the EDI group discussed holding focus groups with children on how the changes to the curriculum are being received.

It was **agreed** to look at how to give feedback on the survey to parents once more analysis had been completed and that it would be good to put something in the next school newsletter.

**ACTION:** Chairs/HT

HT & AO are holding parent information groups, next one is in 6 weeks on Curriculum and will cover feedback on the survey. The Parent Info groups are to be structured differently going forward and will be known as Coffee Mornings.

The GB AGREED conducting a parent survey on a regular basis.

## 9. HEADTEACHER'S ITEMS

### 9.1 Assessment Data

HT mentioned the school has an overriding focus on this and is looking at vulnerable and under achieving children. The Chair said the data shows what the GB thought regarding under performance. HT reported a lot of work is ongoing at the school to address this issue but the pandemic made this harder along with insufficient funds. The teachers monitor each child closely and are focussing on the under achievers. HT said there is no national data on this so doing any comparison is difficult but feels the Curriculum should be tweaked to allow enough time to be spent on areas like handwriting.

Chair asked if GB had any questions. **GB asked if there was any extra funding for this from central Government**, the school has not been provided with a figure of how much they will receive so it is hard to plan. Discussion also took place regarding the government Tutoring programme as need to look at options, however the quality of staff supplied on this programme can be very variable. HT said there may be the option of offering teachers overtime if some want to do.

## 9.2 Behaviour Case Studies

To be discussed in Part 2.

## 10. HEALTH AND SAFETY - Standing item

No Health & Safety items were reported. HT mentioned there will be a Health & Safety Audit with Haringey next year.

## 11. POLICIES - to note/agree

### 11.1 New Policy

- The Safeguarding and CP Policy was circulated to the GB. EA commended the policy to the GB. The GB **AGREED** to adopt the Safeguarding and CP Policy.

### 11.2 No Change

The following policies were circulated to the GB ahead of the meeting for review. There were no changes to the policies. The Governors **agreed** to adopt the following policies:

- Acceptable Use Policy (KS1)
- Acceptable Use Policy (KS2)
- Acceptable Use Policy (Parents)
- Collective Worship and Assembly Policy
- Equality and Diversity in Employment Policy
- Governor Code of Conduct
- Governor Monitoring Visits
- Redeployment and Redundancy Procedures for Schools
- Scheme of Delegation

### 11.3 Changes

- Pupil Premium Policy  
HT sent this policy to AJ and no further comments received, GB **noted**.
- Acceptable Use Policy (Staff-Governors-Volunteers)  
GB **agreed**.
- Reading and Spelling Policy  
Needs further discussion. Carry forward
- Finance Policy  
The Finance Policy was circulated to the GB ahead of the meeting and the GB **Approved / Agreed** the policy.

### 11.4 Delete

- Social Media Policy (Summer 2021) Delete as its covered in online safety  
GB **agreed** deletion of this policy

### 11.5 New Policies

Two new policies were circulated to the GB ahead of the meeting. The GB **agreed** to adopt the following two policies:

- Acceptable Use Policy (Visitors - Contractors)
- School Travel Policy

**12. BUILDING WORKS**

- 12.1** HT updated he has been assured the boiler will be back on and working by end of September at both the Infants and Junior schools.
- 12.2** Insulation has been done in some areas but due to the amount of dust it creates, and time needed to clean up the rest will be done during half-term.
- 12.3** The gym roof will be completed by October half-term after which the builders will leave with the aim to return after Christmas to do the external works.
- 12.4** Swimming Pool also needs work and HT has asked the builders to look at this. The Chair mentioned the swimming pool windows need attention too. HT asked whether if the HSA are able to raise some funds as building works are very expensive now and another strain on the school finances but will see what can be done regarding the windows.
- ACTION:** HT

**13. GOVERNOR VISITS - Standing item**

There were no visits to be noted. The Chair asked all to consider booking their visits to the school and for Link Governors to have visited prior to their focus group meeting.

**ACTION:** GB

**14. GOVERNOR TRAINING - Standing item**

The Chair mentioned that the HEP package includes access to The Key for Governors. The Clerk agreed to advise governors how they can access The Key prior to next meeting.

**ACTION:** Clerk (JA)

The Chair encouraged all to look at Governorhub with regards to training available. Clerk mentioned that HEP are providing training on Exclusion panel tomorrow evening via Zoom if anyone is interested.

**15. EQUALITIES, DIVERSITY & INCLUSION - Standing item**

**15.1 Feedback from school UB training**

It was reported that staff found this training very moving. GB needs to think about what future training will look like (including for GB). This is a topic which the school must keep this at the top of the agenda and keep the conversation going.

**15.2 Governor Workshop**

The GB are looking at dates for a Governor Workshop on EDI and spoke about the possibility of including people from the HSA. Chair and HT to discuss and plan.

**ACTION:** Chair / HT

**15.3 Next EDI Committee meeting**

**ACTION:** AJ will circulate dates of future meetings.

**16. ITEMS FOR THE NEXT AGENDA**

To **consider** any items for inclusion on the next agenda

**Black History Month**

AJ said it be good to receive feedback from Black History month and Summer/Holiday programme and school meals provided. HT reported that the Black History month follows the same format as in previous years and as children move through the school they learn about different black people. HT said with regards to free school meals the school handed out monetary vouchers and there were no food parcels provided.

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

**Agreed** the next FGB meeting will take place on 19 October 2021 at 6.30pm, in person, building works permitting. Also all to note, meetings in person will commence at 6.30pm and those via zoom at 6pm.

## 18. ANY OTHER BUSINESS

### Reading and Spelling Policy

HT reported that this policy needs to be revised for Early Years and Year 1. The guidance from OFSTED is to prioritise reading for children and the use of Phonic decoded books. HT feels these books will make a lot of difference to improve children reading ability. There are 3 types of books:

"I Read" phonically decoded book helps children that need to practise blending sounds to make words

"We Read" challenges more able children and to be read with an adult

"You Read" language rich for children to be read to by adults

HT mentioned the cost for these books is £7,800, and if a spend is over a £1,000, three quotes are required but that is not possible in this instance as there are no other companies that do these books. The GB **agreed** to **adapt** the policy to include Phonic reading and **agreed** to go ahead with the quote received and purchase the Phonic books at the cost of £7,800.

There being no further Part 1 business, this section of the meeting closed.

### ACTION LIST

ITEM No.	ACTION	ASSIGNED TO
3.2	Report progress on recruitment pack and on-boarding process	Chair
3.2	Link Governor - Assessment area	Chair/GB
3.2	Provide crib sheet in prep for OFSTED	Chair
3.2	Provide Governor role profile to Chair & HT - <b>Completed</b>	Clerk
3.2	OFSTED - item for next agenda - <b>Completed</b>	Clerk
3.2	After School Club - check if there is a HEP link governor role for this position – <b>Completed - There is no HEP role profile for an after school club link governor</b>	Clerk HH
3.2	Assessment Link Governor - item for EDI	AJ
3.2	Health & Safety - Chair to explore support from Parent Governors	Chair
3.3	Review/sign Code of Conduct & Declaration form	GB
3.4	Item - review/agree Scheme of Delegation	Agenda
3.5	Declare read and understood the Keeping Children Safe in Education	GB
5	Sign July minutes	Chair
6 (5.5)	B/F Sept meeting Governors interested in joining the Comms Working Group to let the Chair know. Chair mentioned we need to see if there is anything in the survey as to what we can do/improve on with regards to communication with parents. JF and AO will be members of the Comms working party HT to look at platform for Communication	HT
6 (6.1)	B/F Sept meeting HT to consider breakdown of SEND report by ethnicity.	HT
7	Pay Committee - circulate dates to panel	Chair
8.2	Survey feedback delivery to parents	Chair/HT
12.4	Swimming pool window repairs	HT
13	Governors to book visits	GB
14	Inform Governors how they can access the Key	Clerk
15.3	Circulate dates of EDI meetings	AJ
21(P2)	Behaviour Case Study report back at next meeting.	JS/OS
22 (P2)	Chair asked JS to approach the HSA for a contribution	JS

SIGNED



ELEANOR JONES, CHAIR OF THE GOVERNING BODY

DATE

23.11.21