



Campsbourne Primary School
MINUTES OF THE GOVERNING BODY MEETING
Held on Tuesday, 23 November 2021 at 6.30pm

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	09/06/2025
	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)

*Morgan Currie (MC), Deputy Headteacher

Elizabeth Rarieya (ER), School Business Manager

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 There being a quorum, BS took the Chair and welcomed all to the meeting. AJ and JF joined the meeting by videoconference in accordance with the Campsbourne School's Acceptable Use policy.
- 1.2 Apologies received and noted from Alex Heywood and Gladys Merceron.

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

- 2.1 No declarations were made at the meeting.

3. SEND REVIEW UPDATE

- 3.1 MC updated on the SEND review undertaken by Janice Rogers (JR) who previously was an OFSTED Inspector but now works for HEP. The outcome of JR's review is that Campsbourne School has many strengths, no areas of concern and anything needing development the school is already aware of and had got listed on their to do list. It was noted the school has a high number of children (77 with SEND needs).

During the review JR looked at various areas at the school, spoke to sample of children and staff, looked at provision maps and intervention, how SEND leaders use assessment ranges to identify needs and discussed issues regarding ethos and vision with MC and HTQ. JR looked at different classrooms and noted the inclusiveness of SEND children with non-SEND children working together and the teacher's interactions with them

Governors questioned is it the case that in some schools the teachers do not work with the SEND children. School responded in some schools yes that is the case, it is the Teaching Assistant that works with the SEND children.

It was reported a high quality of Intervention is taking place at the school. Staff have received the relevant training on targeted IAPs and working towards outcomes. All 77 children at the school have set targets that are regularly reviewed and can be accessed by the children. JR also looked at behaviours and attitudes and noted the children she spoke to are happy at the school and those needing extra support are identified and receive the necessary assistance. JR saw the children's safe spaces and recognised that staff are always aware if a child uses these areas, that they know at all times where the child is. MC reported JR will visit again in due course and for her to have said Campsbourne is an inclusive school is very good especially as she previously worked in a SEND school.

EJ thanked Morgan for a heart-warming update and **questioned if this a regular review.** School reported they asked for the review to be undertaken.

EJ asked were there any comments regarding children moving to other schools.

MC said no there were not and if this issue arose this would be part of admissions policy and would consider if accepting school affects the other children.

Governors expressed their appreciation on the level of timely support and hard work MC, the team and the school put in where needed. An associate member with a SEND child at the school said she feels very reassured with the support and effort the team put in.

The Chair thanked MC for the fantastic feedback on the SEND review and asked for her to share the positive feedback back with the team.

ACTION: MC share Governing Body feedback with the SEND team

4. ANY LATE ITEMS

4.1 There were none.

5. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

5.1 The Minutes of the FGB meetings held on 21 September 2021 and 19 October 2021 were **agreed** as accurate records for the Chair to sign in due course and the school to retain on file.

ACTION: Chair to sign the Minutes and provide to HT.

6. FINANCE

6.1 Q2 Finance Report

ER presented the budget and outlined the Quarter 2, Finance report which had been circulated in advance of the meeting. The budget has been discussed at previous meetings and the school is doing well. The budget for the Junior School has gone up as pupil numbers have gone up too.

The Governing Body had no questions. The GB **agreed** the Quarter 2, Finance Budget report for period up to 30 September 2021.

6.2 Curriculum Financial Planning Report

ER and HT have done analysis on how the school is spending its money and the feedback from DFE person was that Campsbourne is a very well-run school. One of the areas identified as requiring work was some staff related costs which have already been addressed by the school. The higher-than-average number of SEND pupils impact the budget resulting in overspend.

Governors asked if there is sufficient income to pay staff. ER responded yes there is, the school has a surplus.

Governors asked if there are schools in Haringey that are in a deficit. ER responded yes there are schools in that position.

EJ asked if we can look at other schools' information for benchmarking purposes in due course.

The Chair thanked ER and HT for their continued hard work. ER left the meeting at this stage

ACTION: HT/ER to provide other schools' information for benchmarking

7. ACTIONS LISTS

7.1 Actions Arising from meeting 21 September 2021

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

7.2 Actions Arising from meeting 19 October 2021

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 - Completed	Clerk
4.1	Chair to discuss updating the School Website with the HT - Completed	EJ
4.2	Provide HT an overview of the Survey results for the newsletter - Completed	BS
4.2	Governor roles information and Ofsted to be provided in the newsletter - Completed	EJ
4.2	Newsletter to include info on achievements/celebration of work and diversity of GB. Ongoing	AJ, JF
4.2	Update on communications – work GB is doing and request to parents to keep communication positive and civil. Ongoing item - the Comms working group to explore challenges and solutions on how communication is working, what/why the challenges are around governor and community. Will share with GB in due course. Ongoing	OC/GH/JF/AO
4.3	Draft letter to parents re voluntary contribution - Completed Letter drafted but agreed to hold timing wise until after Xmas.	AH
7	Send out to GB the Ofsted Crib Sheet - Completed	EJ
8.1	Share Survey results with GB – Completed	BS
8.2	Work on 2021/22 Annual Parents Survey - Ongoing	Comms WG
8.3	Prepare the Children's' Survey – Ongoing	Comms WG
9	Circulate Xmas social date – Will be on 14/12/2021 – EJ will send a message	EJ
12.5	Performance MT report to be signed off and sent to the LA for implementation – Completed	ER
12.6	Add Finance to the next GB meeting agenda – Completed	Clerk

8 TO REVIEW/AGREE SCHEME OF DELEGATION

- 8.1 The Governing Body reviewed and **agreed** the Scheme of Delegation.

9 RECRUITMENT PROCESSES

- 9.1 OC will provide update on the Recruitment pack and On-boarding process at the next meeting.

ACTION: Clerk agenda Item

10 OFSTED

- 10.1 EJ and RT will review the crib sheet previously circulated and update in light of OFSTED training. EJ requested all to review the crib sheet and to think about potential high focus issues and questions such as peer on peer abuse, data, Covid recovery, Curriculum, Early reading to enable an informed discussion at the GB meeting in Jan 2022.
ACTION: All to review what has been circulated regarding OFSTED prior to next GB meeting in Jan 22.
- 10.2 Reference was made to the two workshops/reading groups set up to raise the focus of early reading for parents of the Infants School children. **The Governors asked if there is anything in place for children and parents in Junior school.** HT said no there is not and possibly need to consider. RT updated she has been speaking to MC re setting up other ways of engaging with the SEND children's parents as some of them may struggle with reading letters

correspondence sent out by the school. This could be done at coffee mornings and would be good as will enable parents to have the skills set to be able to read with SEND children. RT will continue to work with MC on communication and will discuss ways in which we can engage with the parents.

11. CHAIR'S ITEMS

- 11.1 The Governors Newsletter has been placed on Governor hub for all to view. Any further additions to this will be picked up in due course.

12. HEADTEACHER'S ITEMS

- 12.1 The Headteacher's report had been circulated prior to the meeting.

12.2 Term dates for 2022/2023

The GB noted and **agreed** the Term Dates for 2022/2023.

12.3 Current Pupil roll, mobility, and admissions

The HT updated there are 412 children on roll at the school and the nursery places are nearly full. The school is in a very good position in having a waiting list of children wanting to attend Campsbourne. The 10 spaces in Year 3 are due to families moving out of the area.

The Chair asked who do these pupil figures go, HT said to Haringey.

Governor questioned are the pupil numbers reflective of access to resources and PAN. HT said the funding follows the child at 4k each so does have an impact on the running of the school. As mentioned Campsbourne School is in a very good position and has a waiting list so is confident the school will fill up to full capacity with matched funding.

12.4 Attendance

HT reported attendance fluctuates as parents tend not to send children into school even if they are slightly unwell. The figures tend to balance out when looking at a full year's attendance. OFSTED looks at attendance on the 15 and 30 days of the month.

12.5 Special Educational Needs

GB noted the numbers and percentage of SEND pupils by year group and the data breakdown by ethnicity, the funding arrangements, work being done with parents, transition to secondary school and the planned next steps.

12.6 Staffing

Confidential item will be discussed in Part 2 of the meeting.

12.7 Sickness Absence

HT reported that sickness absence is going up due to a long-term absence case. **The Chair asked if there is any benchmarking data for sickness absence.** HT thinks there is and will look into this.

ACTION: HT to see if there are benchmarking figures relating to sickness absence

12.8 Curriculum - Pupil Voice

GB said it is lovely to see the children's' input. The school will be hosting pupil workshops around some of the questions.

12.9 Parents evening

Parents' Evening took place week beginning 8 November, attendance was at 96% higher than the previous year. Representation was at 91% from the Turkish and 72% from the Black and minority ethnic communities. Governor reported only one parent needed translation.

12.10 Coffee Mornings/ Workshops

Coffee mornings are running well. The school has held a series of workshops for the Turkish speaking parents and attendance has been around 8 parents. A workshop has been hosted by JSB on Early Excellence Assessment tool.

12.11 Complaints

There were no complaints

12.12 Building/Premises

Phase 1 of the building works will be completed by the end of November and starting phase 2 in spring half term.

12.13 Home Learning

Maths and Bed Rock learning vocabulary is running, and school will review to see if working well. Parents have donated 18 laptops and more have been donated by a friend these will go to pupil premium children.

12.14 Homework Club

Will be rolled out to the children that need it and would benefit from it the most. If this works well will encourage the use further. HT has invited parents as well so they are supported and know how it work and can help the children.

Governor questioned is the homework club suitable for SEND children.

School responded it all depends as groups may be large and online.

12.15 Pupil Premium Strategy

The GB noted the Pupil Premium Strategies for the Junior and the Infants school for the 3-year period 2021-2024 as circulated in advance of the meeting. The HT mentioned it is difficult to measure the impact due to Covid and the marked effect on academic attainment of children as well as their mental health and wellbeing.

HT referred to Priority 1 – To raise attainment in reading, writing and maths is an item that should be looked at by the EDI committee.

ACTION: Item for EDI Committee - Clerk

Governor asked if children know about this intervention of raising attainment.

HT said this is used more for planning purposes and no children do not know and do not need to know.

Governor questioned priority 2 regarding children having access to enrichment activities.

HT said this involves low-cost numbers. He needs to look at the numbers of the children attending the after-school clubs

ACTION: HT to look at the number of children attending after school clubs

Governors asked how the school identifies who is a pupil premium child.

HT responded this is identified via those children that receive free school meals. The LA know and have more information regarding those families in receipt of benefits and do analyses on this.

The GB noted and **agreed** the Pupil Premium strategy as set out for both the Junior and the Infants school.

13. POLICIES - to note/agree

13.1 The GB noted the policy listed below as circulated in advance of the meeting.

13.2 Anti-Bullying Policy

Has been updated to include information with regards to Peer-on-Peer abuse information. GB noted the highlighted sections and **agreed** the Anti bullying policy.

13.3 Campsbourne Forest School Handbook

The handbook has been updated to reflect the Wild Passport and in light of bee sting issue to include use of the Epi Pen for cases where a child has not been identified as having an allergy. GB noted and **agreed** Campsbourne Forest School Handbook.

13.4 Peer on Peer Abuse Policy

EJ asked what this policy is based on. HT said this is based on Riverside school not many schools have Peer on Peer abuse policy.

EJ questioned how this policy is being communicated to staff.

HT responded this was done via training at the beginning of the academic year
GB noted and **agreed** the Peer-on-Peer Abuse Policy

13.5 School Emergency Plan

GB noted and **agreed**

13.6 Behaviour Policy

GB noted and **agreed** the Behaviour Policy which includes some new information on reflection slips and peer on peer reviews

13.7 Equality Policy

The Equalities Policy has been shared with all and went to the Equity, Diversity & Inclusion Committee meeting. HT has taken on all comments provided. The GB **agreed** the Equality Policy.

14. EQUALITIES, DIVERSITY & INCLUSION – Standing item

14.1 AJ updated on the EDI committee meeting held on 19 November 2021. Tracy Baptiste and Lauren Hartley presented item on diversifying the curriculum, by reference to the RE and History curricula. The committee also discussed history, support needed and had an opportunity to look at the Equality Policy.

15. HEALTH & SAFETY – Standing item

15.1 The HT reported the school received a H&S Kitchen Inspection Report which awarded the school 3 stars out of the 5-star rating. The reason for the 3-star rating related to administrative and paperwork issues and nothing to do with hygiene or health. The report has been shared with the school meals partner Chefs in Schools who felt the rating was very harsh. The report will be submitted, and the company and Environmental Health will come back and review again in due course.

16. GOVERNOR VISITS – Standing item

EJ met with JSB.

AO attended a complete series of the Coffee mornings over a six-week period.

Updates will be provided and shared on Governor hub.

ACTION: GB to Update the Governor Visits schedule on details of visit made to the school.

17. GOVERNOR TRAINING - Standing item

17.1 EJ reminded GB of the training put on by HEP and that all have access to the Key platform. EJ reported AH has done the Finance training. It would be good for another person from the GB to also consider doing this training.

GH updated she has undertaken the new governor Induction, BAME achievement and Exclusion training.

ACTION: EJ will circulate the GB schedule of training undertaken for all to update.

18. ITEMS FOR THE NEXT AGENDA

18.1 The GB agreed for the following items to be added to the next agenda.

OFSTED to be as a standing item.

Parent Survey – follow up

ACTION: Agenda items - Clerk

19. DATE AND TIME OF NEXT MEETING

19.1 The GB **agreed** the next meeting will be a social meeting and will take place on 14 December 2021 at 6.30pm.

20. ANY OTHER BUSINESS

There was none.

ACTION LIST

ITEM No.	ACTION	ASSIGNED TO
3.1	MC share GB feedback with the SEND team	MC
5.1	Chair to sign the Minutes and provide to HT	Chair
6.2	Provide other schools' information for benchmarking	ER/HT
9.1	Recruitment process – agenda item	Clerk
10.1	Review what has been circulated regarding OFSTED prior to next meeting in Jan 22.	All
12.7	See if there are benchmarking figures relating to sickness absence	HT
12.15	Priority 1 - Raise attainment in reading, writing and maths - Item for EDI Committee	Clerk
12.15	Priority 2 – Enrichment activities to look at the numbers of children attending after school clubs	HT
16	Update the Governor Visits schedule on details of visit made to the school.	GB
17.1	Circulate the GB training schedule of training undertaken for all to update	All
18.1	Next Agenda items - Parent Survey follow up and OFSTED as standing item.	Clerk

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

SIGNED

BRIJ SHARMA, CHAIR OF THE GOVERNING BODY

DATE

27/1/22