



Campsbourne Primary School
MINUTES OF THE GOVERNING BODY MEETING
Held on Wednesday 19 January 2022 at 6pm (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	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)

PART 1

1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 There being a quorum, EJ took the Chair and welcomed all to the meeting. The meeting took place by videoconference in accordance with the Campsbourne School's Acceptable Use policy.
- 1.2 JSB and NC were recorded as absent from the meeting.

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

- 2.1 No declarations were made at the meeting.

3. ANY LATE ITEMS

- 3.1 There were none.

4. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

- 4.1 The Minutes of the FGB meetings held on 23 November 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.

5. ACTIONS LIST ARISING FROM MEETING 23 NOVEMBER 2021
5.1 Actions List

ITEM No.	ACTION	ASSIGNED TO
3.1	MC share GB feedback with the SEND team - Completed	MC
5.1	Chair to sign the Minutes and provide to HT - Completed	Chair
6.2	Provide other schools' information for benchmarking – Elizabeth to ask her counterparts but other schools not keen to share their data. No further action	ER/HT
9.1	Recruitment process – agenda item - Completed	Clerk
10.1	Review what has been circulated regarding OFSTED prior to next meeting in Jan 22. Completed an ongoing item on agenda.	All
12.7	See if there are benchmarking figures relating to sickness absence – there is data on staff on IDSR will share in due course - prior to pandemic school data was below but holding – Completed (IDSR Uploaded to Governorhub)	HT
12.15	Priority 1 - Raise attainment in reading, writing and maths - Item for EDI Committee – Complete as on agenda	Clerk
12.15	Priority 2 – Enrichment activities to look at the numbers of children attending after school clubs – See update at item 5.2 – Completed	HT
16	Update the Governor Visits schedule on details of visit made to the school. Updates have been filed. EJ asked all to organise as many visits as possible. Aim to do one visit per term. EA will update file with details of her visit. Completed	GB
17.1	Circulate the GB training schedule of training undertaken for all to update – Completed . All to look at and to log onto schedule. EJ will circulate Governors briefing slides but did not get attend.	All
18.1	Next Agenda items - Parent Survey follow up and OFSTED as standing item. – Completed	Clerk

5.2 Action Point 12.15 - Priority 2 – Enrichment activities to look at the numbers of children attending after school clubs

The HT updated on the Extended services report at meeting including detail of the breakfast club and after school clubs and services as circulated in advance of the meeting.

The Chair questioned what is being done to encourage Pupil Premium children to attend these activities. The HT said the school reviews attendance and follows up with parents to encourage attendance.

A Governor questioned how the school gets to know about the Pupil Premium children and who is eligible. The HT responded the school is aware at the start of the academic year and thereafter generally via an annual report from the LA.

Governors asked how many Pupil Premium children are there in total. The HT said just under 40. The Governors were pleased to note the high take up in these activities and that some children tended to participate in more than one activity.

Governors asked if there were any children that are not taking up the activities. The HT replied JSB will be raising this with the parents of children from the black community to encourage more attendance from that group. A Governor commented that she feels approximately half of the Turkish community children take up these activities but will try and find out more information. It was noted more boys than girls tend to attend these activities.
ACTION: AO to explore further attendance from the Turkish community.

6. CURRICULUM FOCUS

- 6.1 The HT reported the school has developed a Science CPD framework part of this involved working with a teacher from each year group to put a curriculum plan together. This is a big project, and the plan is to do this at the beginning of each term so by this time next year the school has a Curriculum for a full year.
- 6.2 The school on a daily basis works with the children on phonics and blending sounds of reading. OFSTED insists on the use of phonic coded books, so we have adapted to use the phonic books. The school utilises 30 minutes of phonic and 15 minutes of language supported reading for year 1 on a daily basis.

A Governor asked about discussion at previous GB meeting regarding purchasing some phonic coded book. The HT confirmed the books have been purchased and Year 1 children will get books that parents can read with them at home. As mentioned at the previous meeting 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

The HT updated the school has adapted book corners as the classrooms are too small and tend to become more of an area to store books storage. The HT made reference to the reading framework: teaching the foundations of literacy from which the school has taken on some points. As a result, may have less books but the ones they have in these areas will be forward facing and link to children's reading needs all other books will be stored in the library. The idea is teachers read these books repeatedly and then children begin to want to read them themselves. The Dyslexic books are kept in MC's office

The HT reported on purchasing of diverse books, the school has received £2000 from a charity and the remaining cost will be split between the school and the HSA at £2500 each. The HT will share the books with the governing body before they go out to the children.

ACTION: HT to share the books with the GB

The Chair asked BS to organise a visit with Victoria to look at the book corners.

ACTION: BS to book visit to look at book corners

The Chair updated on the EDI Committee discussion on Curriculum and RE.

A Governor asked whether the coded books are just for Years 1 & 2.

The HT responded yes. For Key Stage 2 they are high interest coded reading books for groups of 8-10 children.

Governor asked why there are coded books for children in Year's 1 & 2 only and not for Year 3. The HT responded by Year 3 children should be able to read and if they are unable to this is identified and coded books are provided.

7. PARENTAL ENGAGEMENT/COMMUNICATION FOCUS

- 7.1 The HT informed the GB when sending email via the portal to a group the whole content is translated. The number of parents accessing the portal is currently low. The newsletter was sent via a link to the website. The people who created the website are looking at ways in

which parents can go straight to the app and easily navigate to items they want to look at. The HT updated that various group lists have been set-up and is trying to create more groups, so messages are targeted however, noted the need to maintain the various group lists so they are up to date.

- 7.2 The class DOJO is in the process of trial with Years 1, 2 and 6 to share what has been going on in class to share with parent. The Chair asked HT to ask JSB to give an update on this at the next meeting.

ACTION: JSB to provide an update on DOJO at next FGB meeting.

- 7.3 Governors asked if there anything the GB can do to support HT with communications at the school. The Chair said need to send out the Governors newsletter and support with that would be welcome.

8. PARENT SURVEY – follow up

The Chair emphasised sharing the Parent survey information. BS said the key item was to do with the school's communication, he will pull information together and discuss with the HT so headline information can be placed in the newsletter. Thereafter, in next version can mention how we are improving communication.

The Chair requested a summary of work of the EDI committee and celebrating the more diverse Governing Body to be included in the newsletter.

ACTION: BS to pull headline Parent survey information together and discuss with the HT for the newsletter.

ACTION: AJ to put article in Newsletter on work of EDI committee and diverse GB.

9. RECRUITMENT PROCESSES

The Chair mentioned she will be contacting those governors that were previously involved in the recruitment process to look at filling the vacant Co-opted governor position during the next couple of months.

The Chair mentioned her term of office ends in September 2022.

OC mentioned his term as Co-opted Governor ends in December 2022, he wishes to stand down and suggested the GB starts considering someone to take up that position from September 2022, so they can start at the beginning of the academic year and see the full year. The Chair said she is sorry to hear OC will be standing down.

10 OFSTED – Standing Item

- 10.1 The Chair updated on the Chair's Meeting. Bounds Green School is in a similar position as Campsbourne with regards to being behind with their OFSTED inspection due to the Covid pandemic. The OFSTED inspectors were due to visit Bounds Green but gave the school the option to defer for Covid reasons. The Chair believes it is likely Campsbourne may get the same approach from OFSTED, but GB needs to be prepared. Previously, a lot of questions were asked around safeguarding for the Infants school. RT has uploaded her notes regarding the OFSTED training. HT will inform the GB if becomes aware of any change in the focus from OFSTED.

ACTION: HT to keep GB informed re OFSTED

- 10.2 A working group consisting of EJ, BS, AH will create a refreshed summary document to prepare for Ofsted. The Chair asked EA to be involved as the Safeguarding lead and JF to join the WP.

ACTION: EJ to share key questions schools were asked by OFSTED that were shared at the Chairs meeting.

11. CHAIR'S ITEMS

11.1 Newsletter

This item was discussed above as part of items 7 and 8.

11.2 Humanities Governor

The Chair mentioned need for a Humanities Governor. GM volunteered to take this role. The Chair thanked GM and asked her to liaise with Lauren.

12. HEADTEACHER'S ITEMS

12.1 Behaviour Report (Autumn 2021)

HT informed the Behaviour report is not available due to problems with My Concerns where information was being duplicated for the Infants and Junior school. The information has now been separated and children have been linked back but due to the problems two new schools have been created so the information is not correct. The HT has no concerns, there were no exclusions at the school. The new My Concerns accounts for both schools will now be used, and information will be provided next term.

ACTION: HT to provide information on Behaviour Report at the Summer Term FGB meeting

12.2 Extended Services Reports (Autumn 2021)

Discussed earlier see item 5.2.

12.3 Assessment Data Report (Autumn 2021)

The HT went through both the Junior and Infants School Assessment data reports circulated in advance of the meeting. These reports look at the assessment data from Autumn 2020 and make comparisons with assessment data in autumn 2021 to see if the gap has been narrowed. The second set of reports looked at the assessment data from Summer 2021 and make comparisons with assessment data in Autumn 2021 to see if the gap had been narrowed. It also compares the attainment of different groups using the Summer 2021 assessment data.

The HT said he is aware governors had asked number of questions on the google document, which he will look into and take to the next EDI Committee meeting.

The HT said he was disappointed with the assessment data and has been examining it further and updated as follows:

- When teachers are assessing children Year 3 upwards the children take a test and get a score. The HT point of view is not to be too rigid by looking at the score only.
- In one year, group the children were grouped as working towards a target, despite passing the test. When the HT spoke to the teachers, they noted that in class the children are at such and such level, so HT mentioned the need for teachers to be less cautious when identifying whether the child has met or not met the required standard.
- Having spoken to Tracy Baptiste, Year 6 Teacher about the disappointing data, she felt

there was a significant difference in the results between Year 5, Summer papers and Year 6, Autumn papers. Her view is that children did not perform as well as expected, as they have been given the test papers blindly.

- The Infants school focus is decoding reading in Year 1 but that drops down in Year 2 due to the difference in Curriculum. Need to look at whether we do comprehension in Year 1, but we also need to do phonics as children are being assessed on that in Year 1.

The HT said above explains the reasons for the disappointing results. The HT is working on the report with MC and going through data in year groups, the progress over time and looking at where children are at. This will enable them to identify high attainers, those moved down or are behind, SEND children and non-SEND children and impact of Covid.

The Chair asked if anything has changed in the way children are assessed. The HT said no but not sure if teachers' judgement has changed especially in Year 6 where there is a marked difference between the Summer and Autumn papers. The Headteacher pointed out when exam papers are sat blind there has been no practice and feels children need an element of practice, so they have the opportunity to do their best.

A governors asked how the Year 6 parents are being reassured. The HT said Tracy is supporting with literacy and Helen with maths interventions.

A Governors asked can whether these interventions can be done earlier in the day rather than after school. The HT explained that HM now works afternoons only and by having interventions in the afternoon this ensures the children don't miss the main lessons.

The Chair asked if the focus is just on Year 6. The HT responded yes along with the Infant School. We would like to do more but unable to due to lack of capacity.

A Governor asked is what we are seeing on the graphs the teachers' version of how they say how children are doing are there graphs on exam results too. The HT said yes he has done this for the Junior school for Reading and Maths and results show better performance in tests other than in Year 4 where there was not much difference. Writing is difficult to assess so early on in the year.

The HT said he is discussing this with teachers how they should use their judgement.

Governors asked what can be done to acclimatise children to test papers. The HT said yes we certainly need to look at giving children more experience at doing these types of tests. The HT will be discussing introducing tests during the Spring term, which will be marked but not do the other work around them as there is the need for practice especially in Year 3.

The Chair commented she does not like idea of testing for testing's sake but, when children go to secondary school a lot more testing takes place, and we need to prepare them for that.

A Governor suggested maybe do some of this testing in groups so children can work collaboratively. The HT said this is a good suggestion as children learn from one another too and will speak to SLT re this.

Data to be shared with EDI group which HT will prepare answers for.

ACTION: HT to share Assessment data at next EDI Committee

12.4 **Class Dojo**

See Item 6 above.

12.5 **Science**

See Item 6 above.

12.6 **Phonics Results**

The Chair said the phonics results were good. The HT agreed yes particularly good and encouraging as more children are getting a stronger set of results.

12.6 **Air Purifier**

HT reported as part of the building work CO2 monitors were installed. Parents from one class have requested air filters to be fitted if we allow one set of parents to go ahead other classes will want to follow suit. The HT has discussed this issue with the LA they said as we have the CO2 monitors, and the readings are low and air purifiers are not needed. HT view is that the school does not need to spend vast amount of money the best thing to do is to open windows over the lunch period to periodically let fresh air in as 30 children breathing out CO2 is not healthy. HT will put information regarding the CO2 monitors in newsletter as parents are not aware of them.

GH left the meeting at 19.49.

The Chair said it does not feel right for one class to be financed to buy air filter especially as CO2 levels are ok. The HT cited an article regarding open windows and allowing air flow and pointed out Campsbourne school is fortunate has a lot of windows and moving forward will have new windows which will make ventilation even better. Also, the new heating system is very good so even if the windows are opened throughout the day for a few minutes to allow short bursts of fresh air once closed the classrooms warm up again quickly. A Governor mentioned the need to look at the carbon footprint of air purifiers and emphasised window opening for fresh air is the natural solution. The Governing Body discussed the issue and noted the HT will be placing an article in the newsletter informing parent of the CO2 monitors and that all are below level.

ACTION: HT to place item regarding CO2 monitors in the school newsletter

13. **POLICIES - To Agree**

The GB noted the policies listed below as circulated in advance of the meeting. HT has noted and addressed any questions and comments made by the GB on the google document he circulated. The Chair asked if there were any further questions and there were none.

- Online Safety Policy – **GB Agreed**
- Device loan agreement for pupils – **GB Agreed**
- Whistleblowing Policy – **GB Agreed**
- Reading and Spelling Policy (Spring 2022) – **GB Agreed**

UPDATED POLICIES

- Accessibility Policy - Progress to targets has been updated, **GB Agreed**
- Early Career Teacher Policy - Changed from NQT to ECT, **GB Agreed**
- Allegations Against Staff – Amended on advice of Lado to include details of how to contact HT if an allegation is about a member of staff and to contact LADO if it is about the HT. **GB Agreed**

NO CHANGES TO POLICIES

- Managing Allegations Against Other Children - Already included details about Peer-to-Peer abuse. **GB Agreed**
- Disciplinary Procedure and Code of Conduct - Haringey Policy. **GB Agreed**
- Safer Recruitment Policy - Haringey Policy. **GB Agreed**
- Support Staff Capability Policy - Haringey Policy. **GB Agreed**
- Teacher Appraisal Policy - Haringey Policy. **GB Agreed**
- Teachers Capability Policy - Haringey Policy. **GB Agreed**

14. BUILDING WORKS UPDATE – HT

The HT updated the builders are leaving at the end of this week and will be back during half term to complete lagging of the water pipes and the aim is to be done by end of the half term break.

Hoping to start Phase 2 at end of half term.

15. COVID – HT

It was noted part of this item has been covered in Item 12.6 relating to air purifiers.
Discussion regarding absence will be in Part 2 of the minutes.

The Chair asked if there were any further questions

HT updated one child came into school with mask on and the child was told do not need to wear.
The children can wear masks and HT will brief all staff regarding this.

16. EQUALITIES, DIVERSITY & INCLUSION – Standing item

16.1 To note minutes of Autumn EDI Committee meeting

The Minutes will be brought to the next FGB.

ACTION: Clerk add EDI minutes to next agenda

16.2 To agree date of next EDI meeting

The next meeting of the EDI Committee was agreed to take place on Thursday, 10th March 2022 from 9.30am to 11.30am. HT, Chair or AJ to inform members of the BFNR of this meeting date.

ACTION: HT, Chair or AJ to inform of BFNR of EDI meeting date.

17 HEALTH & SAFETY – Standing item

None

18 GOVERNOR VISITS – Standing item

Updates to be placed on GovernorHub.

19 GOVERNOR TRAINING – Standing item

Chair reminded all to attend training being provided by HEP.

20 ITEMS FOR THE NEXT AGENDA

No further items other those mentioned as actions in these Minutes.

21 DATE AND TIME OF NEXT MEETING

The Chair to confirm the date of the next GB meeting for February 2022 at 6.30pm.

ACTION: Chair to confirm date of next meeting

22 ANY OTHER BUSINESS

There was None.

ACTION LIST

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

ITEM No.	ACTION	ASSIGNED TO
4.1	Chair to sign the Minutes and provide to HT	EJ
5.2	After School Clubs - Explore further attendance from the Turkish community	AO
6.2	Share the new books with the GB	HT
6.2	Book visit to look at book corners	BS
7.2	Provide an update on DOJO at next FGB meeting – Completed item on agenda	JSB
8	Pull headline parent survey information together and discuss with the HT for the newsletter - Completed	BS
8	Put article in Newsletter on work of EDI committee and diverse GB.	AJ
10.1	HT to keep GB informed re OFSTED	HT
10.2	Share key questions schools were asked by OFSTED that were shared at the Chairs meeting.	EJ
12.1	Provide information on Behaviour Report at the Summer Term FGB meeting- Agenda Item	HT Clerk
12.3	Share Assessment data at next EDI Committee - Completed on EDI Comm agenda	HT Clerk
12.6	Place item regarding CO2 monitors in the school newsletter	HT
16.1	EDI minutes on next FGB agenda - Completed	Clerk
16.2	HT, Chair or AJ to inform of BFNR of EDI meeting date 10 th March 9.30-11.30am - Completed	HT, EJ, AJ
21	Chair to confirm date of next meeting - Completed	EJ

SIGNED



ELEANOR JONES, CO-CHAIR OF THE GOVERNING BODY

DATE

9/5/22